

BOB JONES UNIVERSITY

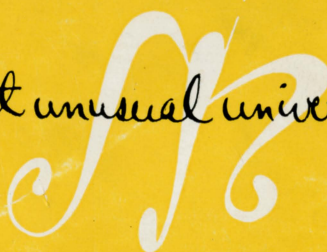
GREENVILLE, SOUTH CAROLINA



Bulletin

1953-1955

"world's most unusual university"



BOB JONES UNIVERSITY BULLETIN

CATALOGUE ISSUE

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ANNOUNCEMENTS

1953-55

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It is understood that attendance at Bob Jones University is a privilege and not a right, which privilege may be forfeited by any student who does not conform to the standards and regulations of the institution, and that the University may request the withdrawal of any student at any time, who, in the opinion of the University, does not fit into the spirit of the institution, regardless of whether or not he conforms to the specific rules and regulations of the University.

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INTERDENOMINATIONAL

CO-EDUCATIONAL

Bob Jones University Creed

I believe in the inspiration of the Bible, both the Old and New Testaments; the creation of man by the direct act of God; the incarnation and virgin birth of our Lord and Saviour, Jesus Christ; His identification as the Son of God; His vicarious atonement for the sins of mankind by the shedding of His blood on the cross; the resurrection of His body from the tomb; His power to save men from sin; the new birth through the regeneration by the Holy Spirit; and the gift of eternal life by the grace of God.



Motto:

BOB JONES UNIVERSITY

is determined that no school shall excel it in the thoroughness of its scholastic work; and, God helping it, it endeavors to excel all other schools in the thoroughness of its Christian training.

ORTHODOX

CHRISTIAN

1953-54

REGULAR SESSION

June 1 through July 4.....Summer Session
May 29, Friday.....Registration
June 1, Monday.....Classes begin

REGULAR SESSION

September 9, Wednesday, 7:30 p. m. Formal opening

November 11-13, Wednesday-Friday. Mid-semester examinations

November 26, Thursday. Thanksgiving holiday

December 18, Friday noon. Christmas vacation begins

January 5, Tuesday, 8:10 a. m. Classes resume

January 20-22, 25-26, Wednesday-Friday, Monday-Tuesday
Final examinations

January 26, Tuesday. First semester ends

January 27, Wednesday. Second semester begins

March 24-26, Wednesday-Friday. Mid-semester examinations

March 28-April 4, Sunday through Sunday. Bible Conference

May 24-28, Monday-Friday. Final examinations

May 28, Friday. Commencement week begins

June 2, Wednesday noon. Session ends

CALENDAR 1954-55

SEPTEMBER							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4			1	2	3	4	5
5	6	7	8	9	10	11	7	8	9	10	11	12	13
12	13	14	15	16	17	18	14	15	16	17	18	19	20
19	20	21	22	23	24	25	21	22	23	24	25	26	27
26	27	28	29	30			28	29	30				

OCTOBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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10	11	12	13	14	15	16	12	13	14	15	16	17	18
17	18	19	20	21	22	23	19	20	21	22	23	24	25
24	25	26	27	28	29	30	26	27	28	29	30	31	
31													

1955

JANUARY							MAY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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2	3	4	5	6	7	8	8	9	10	11	12	13	14
9	10	11	12	13	14	15	15	16	17	18	19	20	21
16	17	18	19	20	21	22	22	23	24	25	26	27	28
23	24	25	26	27	28	29	29	30	31				
30	31												

FEBRUARY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5				1	2	3	4
6	7	8	9	10	11	12	5	6	7	8	9	10	11
13	14	15	16	17	18	19	12	13	14	15	16	17	18
20	21	22	23	24	25	26	19	20	21	22	23	24	25
27	28						26	27	28	29	30		

MARCH							JULY						
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13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						

APRIL							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31			

UNIVERSITY CALENDAR

1954-55

SUMMER SESSION

June 7 through July 10.....Summer Session
 June 4, Friday.....Registration
 June 7, Monday.....Classes begin

REGULAR SESSION

September 8, Wednesday, 7:30 p. m.....Formal opening
 November 8, 9, 10, Monday, Tuesday,
 Wednesday.....Mid-semester examinations
 November 25, Thursday.....Thanksgiving holiday
 December 17, Friday noon.....Christmas vacation begins
 January 4, Tuesday, 8:10 a. m.....Classes resume
 January 19, 20, 21, 24, 25, Wednesday, Thursday, Friday,
 Monday, Tuesday.....Final examinations
 January 25, Tuesday.....First semester ends
 January 26, Wednesday.....Second semester begins
 March 23, 24, 25, Wednesday, Thursday,
 Friday.....Mid-semester examinations
 March 27-April 3, Sunday through Sunday.....Bible Conference
 May 23-27, Monday-Friday.....Final examinations
 May 27, Friday.....Commencement week begins
 June 1, Wednesday noon.....Session ends

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- VIRGINIA DOCKINS, B.A., *M.A., *Speech*
Bob Jones University
- ✓ CHARLES S. DYER, B.A., M.A., *English*
Bob Jones University, University of North Carolina
- JOSEPH N. ELMER, JR., B.A., *Physical Education*
Bob Jones University
- MARGARET ENGLISH, B.A., *English*
Bob Jones University
- ROBERT W. ERICKSON, B.A., *History*
Bob Jones University
- ✓ SVEN ESSELSTROM, B.A., *Modern Languages*
Bob Jones University
- VIVIAN GENRE, B.A., *M.A., *English*
Bob Jones University
- GAIL GINGERY, B.A., *M.A., *Music*
Bob Jones University
- J. JAMES GREASBY, B.A., *Music*
Bob Jones University

- DWIGHT GUSTAFSON, B.A., *Music*
Bob Jones University
- GWENDOLYN GUSTAFSON, B.A., *Music*
Bob Jones University
- ROBERT R. HARRIS, B.A., *History*
Bob Jones University
- GEORGE HENNIX, B.S., *Speech*
Bob Jones University
- G. LEONARD HOLLIDAY, B.S., *Music*
Bob Jones University
- ROBERT D. HUMRICKHOUSE, B.A., *Mathematics*
Bob Jones University
- JAMES B. KEEFER, B.A., M.A., *Ph.D., *Ancient Languages, Bible*
Bob Jones University
- R. WILLIAM KINKADE, B.A., *Speech*
Bob Jones University
- WALTER H. KIRK, JR., B.S., B.A., *Physical Education*
Maryland University, Bob Jones University
- GEAN LANEY, B.A., *M.F.A., *Speech*
Bob Jones University
- MARIAN LIVERMAN, B.A., *M.A., *Music*
Bob Jones University
- FLORENCE G. MILLER, B.A., *M.A., *Music*
Bob Jones University
- MELVIN E. MOODY, JR., B.A., *Bible*
Bob Jones University
- LOIS ROMAINE MOUDY, B.S., *Physical Education*
Bob Jones University
- DOROTHY NEWQUIST, B.S., *Music Education*
Bob Jones University
- MAYNARD A. NUTTING, B.A., *History*
Bob Jones University
- ALTAMAY OLSON, B.A., *Music*
Bob Jones University
- EDWARD M. PANOSIAN, B.A., *History*
Bob Jones University
- JOYCE C. PARKS, B.A., *M.A., *Speech*
Bob Jones University
- RICHARD E. RUPP, B.A., *Speech*
Bob Jones University
- HANS SCHULTZ, B.A., M.A., *Bible*
Bob Jones University
- CHARLES W. SMITH, B.A., *Ancient Languages*
Bob Jones University
- EDITH E. SMITH, B.A., *M.A., *English*
University of Colorado, Bob Jones University

BETTY SNYDER, B.A., *M.A., *Speech*
Bob Jones University

AURELIA SPARKS, B.A., *English*
Bob Jones University

✓ ALEXANDER SZUCS, JR., B.S., *Commerce*
Bob Jones University

✓ DOROTHY TABOR, B.S., M.S., *Science*
Concord College, University of Virginia

JACK W. TILLMAN, B.A., *Physical Education*
Bob Jones University

LOIS TRESSLER, B.A., *Music*
Bob Jones University

BILLY WARREN WATSON, B.A., *Speech*
Bob Jones University

NORREEN WINDHAM, B.A., *M.A., *English*
Bob Jones University

RUTH WRIGHT, B.A., *M.A., *Music*
Bob Jones University

VIRGIL ZAPATA, B.A., *M.A., *Physical Education*
Bob Jones University

*To be conferred May 27, 1953

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FRANK H. BOWEN, *Curator of the Museum*

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 MIRIAM SAWUSCH, *Secretary to the Assistant to the President*
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 Bob Jones University, University of Southern California
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PERSONAL WORD FROM THE PRESIDENT

Bob Jones University occupies what is in many respects one of the most attractive and modern educational plants in America. The institution is located on a beautiful 150-acre tract of rolling land just at the city limits of Greenville, South Carolina. The campus fronts on the four-lane super highway between Greenville and Spartanburg, which is a part of United States Highway 29 between Washington and Atlanta. It faces the foothills of the Great Smokies and overlooks the business district of Greenville. Construction began in July of 1946, and the plant was completed in time for occupancy for the fall term of 1947-48. The buildings, of modern design, are constructed of cream-colored brick and reinforced concrete with trim of Bedford limestone. Within fifty miles of the campus, there is a population of a half million people; and Greenville is readily accessible from all parts of America by highway, rail, and air.

The purpose of the founder was "to make this university a center of the highest academic standards and Christian culture to which carefully chosen young people will come from all parts of the world and receive their training and from which these trained Christian leaders will go forth to render service to our Lord in all corners of the globe." The University gives special emphasis to the fine arts, music, speech, drama, literature, Bible, Christian Education, missions, evangelism, pastoral training, theology, history, education, and languages, both ancient and modern. Bob Jones University offers speech, music, and art without additional cost above academic tuition. Every student in the University, no matter in which school he is enrolled, is required to take a course in the Department of Bible, Christian Education, or Christian Missions each semester. We place great emphasis on public speaking, for we believe that a man or a woman is not properly educated until he or she can stand on the platform of any auditorium and talk with ease to an audience.

Bob Jones University has a spirit all its own, combining an atmosphere of culture without cold formality, of youthful enthusiasm without rowdiness, and of scholarship without "mustiness." This institution is not typical of any one section of America. The student body during the 1952-53 term came from forty-seven states plus the District of Columbia and from nearly thirty foreign countries.

We believe in denominational co-operation without organic union. We believe in the right of every Christian to interpret the Bible as he may be led by the Holy Spirit, but we deny the right of anyone to call himself a Christian and question the authority of the Bible. Religiously, our testimony is: "Whatever the Bible says is true." Every teacher in the University signs our orthodox creed once each year. We have proved in this institution that it is possible in the present day to be thorough in scholastic work and still hold to the old, orthodox religious position of our fathers.

We believe that properly trained Christian young men and women are character-prepared for whatever emergencies they may meet in life—

whether those emergencies are prosperity or adversity, peace or war. Even before the second World War when many university and college graduates were "out of work," all graduates of our institution had good positions and were leaders in their chosen fields.

While over twelve hundred of our students are going into the ministry, approximately five hundred to mission fields, and a number into other forms of Christian work; some of them are planning to be lawyers, doctors, teachers, business executives, etc.

We believe that because of the intensely Christian atmosphere of our institution and because of our emphasis on individual attention to each student, we are in a better position to do work in the fields that we cover than any other institution. Any student may go for advice or assistance to any member of the faculty at any time.

Bob Jones University, on the basis of its financial income, its equipment, its academic standards, and the educational background and degrees of its faculty, could qualify for membership in any educational association, regional or national. However, twenty-six years ago when Dr. Bob Jones, Sr., announced that he was going to found a Christian educational institution, he said: "I think that it is all right for most educational institutions to hold membership in educational associations. It is, however, my sincere conviction that the type of institution we have in mind can accomplish more for the cause of the Lord Jesus Christ by not holding organic membership in any educational association. We are determined, however, to standardize the work of the institution academically so any student can transfer to any educational institution credits that will be valid toward any course similar to courses offered in our institution." The unparalleled growth of Bob Jones University has convinced the President, the members of the Board of Trustees, and the faculty, that the founder was providentially led in the position which he took. Since 1950 Bob Jones University has required all teacher education graduates to take the National Teacher Examinations. In 1950 and 1951 there was a total of two hundred and twenty-seven examinees; of these ninety percent made A's and ten percent made B's. In 1952 there were one hundred and sixteen examinees, ninety-three percent of whom made A's and seven percent made B's. Bob Jones University also requires all of its seniors to take the Graduate Record Examination. Graduates of Bob Jones University have been admitted to leading graduate schools in all sections of America and have uniformly made good records.

Our institution has the reputation of being strict, but our student body, we believe, is the most contented group of students on the American continent. The rules and regulations are made by a committee of the faculty and the students and can be changed only by a vote of these two groups. The rules and regulations are reasonable and necessary.

Here religion is the natural thing. It is not stereotyped strained, or "overly pious." It is simple and unaffected. Every class is opened with prayer, and our social gatherings blend easily and naturally into "a little

prayer before we go." We believe in a clean social life. We encourage properly chaperoned parties. In all our work and play, in personal life and social relations, we seek to be loyal to the Lord Jesus Christ.

The motto of Bob Jones University as displayed upon its corporate seal is "Petimus, Credimus"—"We Seek, We Trust." We seek to inculcate into our students a desire for knowledge of the arts and sciences, and we seek to satisfy that desire. We trust the Bible as the inspired Word of God, the Lord Jesus Christ as the only Hope of the world, and His gospel as the solution to the problems of our day.

THE EDUCATIONAL PROGRAM

Bob Jones University is composed of six schools which offer courses leading to degrees as follows:

THE COLLEGE OF ARTS AND SCIENCE

The *Bachelor of Arts* degree in the humanities without a major.

The *Bachelor of Arts* degree with a major in English, French, German, Spanish, history, and mathematics.

The *Bachelor of Science* degree with a major in biology and chemistry.

The *Bachelor of Science* degree with a major in home economics.

THE SCHOOL OF RELIGION

The *Bachelor of Arts* degree with a major in Bible, Christian Education and Christian Missions.

The *Bachelor of Arts* degree with a major in Practical Christian Training.

Two-year Practical Christian Training Course, for which a certificate is awarded.

The *Master of Arts* degree in Bible, Christian Education, Theology, and Church History.

The *Bachelor of Divinity* degree.

The *Doctor of Philosophy* degree in Old Testament, New Testament, Christian Education, and Theology.

THE SCHOOL OF FINE ARTS

The *Bachelor of Arts* degree in art, piano, voice, violin, organ, sacred music, interpretive speech, public speaking, dramatic production, and radio.

The *Bachelor of Science* degree in cinema.

The *Master of Arts* degree in piano, voice, violin, organ, sacred music, interpretive speech, public speaking, platform arts, dramatic production, and radio.

The *Master of Fine Arts* degree in the combined fields of art, music, and speech.

THE SCHOOL OF EDUCATION

The *Bachelor of Science* degree in elementary education, secondary education, and educational administration.

The *Bachelor of Science* degree in art education, business education, music education and speech education.

THE SCHOOL OF COMMERCE

The *Bachelor of Science* degree in accounting, office administration, and business administration.

One year business course for which a certificate is issued.

THE SCHOOL OF AERONAUTICS

No degree given.

Training in accordance with the requirements of the Civil Aeronautics Administration offered in basic and advanced ground school and in primary flying.

BOB JONES ACADEMY

The Bob Jones Academy is operated in connection with Bob Jones University. It consists of grades 7 through 12. Information about Bob Jones Academy will be furnished upon request.

THE COLLEGE OF ARTS AND SCIENCE

Bob Jones University offers the *Bachelor of Arts* degree in the humanities without a major because it feels there is a definite need for a college course offering broad and general training in the various fields of culture and intended primarily for the young person

1. who does not plan for a professional career.
2. who has already completed some type of specialized training and wishes to acquire an academic and cultural background.
3. who has not decided in what field he wishes to specialize.
4. whose interests embrace several fields.

In order to qualify for the *Bachelor of Arts* degree with a major in English, French, German, Spanish, history, or mathematics the student must complete 30 hours in the major and 24 hours in some other department of the College of Arts and Science for a minor. Specific requirements for majors and minors will be found under the appropriate departments of the College of Arts and Science.

The College of Arts and Science also offers the *Bachelor of Science* degree in biology and chemistry, and the *Bachelor of Science* degree in home economics.

Every undergraduate student working toward a degree in the School of Religion and the School of Fine Arts is required in addition to his major field of concentration to take a minor concentration in English, history, mathematics, science, or modern foreign language in the College of Arts and Science. Every undergraduate student working toward a degree in the School of Education and the School of Commerce is required in addition to his field of major concentration to take a minor concentration in one of the academic fields listed above.

A Bachelor of Arts candidate who chooses as his minor English, mathematics, science, or history will earn a minimum of 24 semester

hours in his minor field. A Bachelor of Science candidate who chooses to minor in English, mathematics, or history will earn a minimum of 18 semester hours in his minor field, and the Bachelor of Science candidate who chooses to minor in science must earn a minimum of 24 hours in his minor field. For both Bachelor of Arts and Bachelor of Science candidates the requirements for a language minor vary from a minimum of 6 semester hours to a maximum of 28 semester hours, depending on the level at which the student begins his college study of language.

THE SCHOOL OF RELIGION

The undergraduate courses in the School of Religion are designed

1. for students who do not feel called to full-time Christian service but who wish to acquire a thorough knowledge of the Bible or prepare themselves for usefulness as laymen in personal evangelism and the teaching of Sunday School classes, Daily Vacation Bible Schools, etc.
2. for students preparing for full-time Christian ministry. The prospective evangelist, pastor, Bible teacher, missionary, and any other Christian worker will find thorough training in the School of Religion of Bob Jones University.

The courses on the graduate level are intended primarily for those who wish advanced preparation for full-time work as evangelists, pastors, missionaries, or teachers of the Bible and related subjects and who wish to strengthen the vital evangelical impact of their Christian experience and message. This institution has always been known for the evangelical zeal and orthodox gospel testimony of its students, combined with the highest of Christian scholarship.

THE SCHOOL OF FINE ARTS

The basic courses are intended for the development of the student in his personality, sense of values, and critical perceptions and appreciation of art, music, and literary interpretation. On both the undergraduate and graduate levels, the courses are designed for students who wish to develop their talent in a Christian atmosphere in preparation for

1. a full-time ministry in music, speech, or art.
2. the teaching of music, speech, or art.
3. a professional career in radio.
4. the production of evangelical Christian motion-pictures.

In the Division of Music, emphasis is given to the training of choir directors, evangelistic pianists, and song leaders, as well as teachers, composers, and conductors.

In the Division of Speech, the broad emphasis ranges from the correction of speech difficulties and impediments to technical instruction in radio and dramatic production.

The Division of Art covers courses not commonly offered in a university, such as chalk drawing, graphic vocabulary, and other courses

especially useful in Christian service, as well as the standard courses such as oil painting, landscape painting, portraiture, etc.

The Division of Cinema offers professional training in all phases of motion picture production, and provides opportunity for actual experience and training through the facilities of Unusual Films.

THE SCHOOL OF EDUCATION

The courses are designed for students who wish to become teachers or administrators in elementary and secondary schools. A student with teaching as his primary goal will normally enroll in the School of Education, although in some cases certification can be obtained while completing a major in another school of the University by electing the designated courses in the School of Education to qualify for a teacher's certificate in the state in which he intends to teach. Bible majors, for example, can obtain a teacher's certificate for teaching in public schools, Christian Day Schools, and mission schools.

In 1952-53 approximately 500 students were enrolled in courses leading to teacher certification in most of the 48 states plus Alaska and Hawaii. Approximately 130 seniors and graduates completed directed teaching in 1952-53.

Those planning to teach on the secondary level do their directed teaching in the Bob Jones Academy (grades 7-12). Prospective elementary school teachers do their directed teaching in the Greenville County Schools.

The classes of '50, '51, and '52 included 343 teacher training graduates. On the National Teacher Examinations, over 90% of these students made a grade of "A," the remaining ones made "B's."

Those students who took the Advanced Test of the Graduate Record Examination in Education made an average score far above the national norm.

These graduates are now teaching in Christian Day Schools, in public schools, and in the native mission schools of other countries.

THE SCHOOL OF COMMERCE

The courses are designed for students who wish

1. to train for executive, office, personnel management, or selling positions.
2. to qualify for civil service examination as stenographers or accountants.
3. to teach commercial subjects.

The School of Commerce also offers a one-year business course for the benefit of students who find themselves unable to attend college more than one year but who wish to get a basic business training in the cultural atmosphere of a Christian college. The work in this course is the equivalent of that taken in a regular "business college" with the added advantage that a student may also take a Bible course. Upon the completion of the

one-year business course with satisfactory grades, a certificate is granted provided the student is a high school graduate.

SCHOOL OF AERONAUTICS

The program of the School of Aeronautics is directed by a capable instructional staff with as many planes at the school's disposal as are needed. The program has the authorization of the Civil Aeronautics Administration and the South Carolina Aeronautics Commission. The student can receive a private license and a thorough ground school course which is designed to enable him to use the airplane in the profession he chooses to enter.

The work will be given for students

1. who are interested in flying as a career.
2. who wish to fly in connection with their business or for recreation.
3. who are planning to become missionaries and need to fly in carrying on their ministry on the foreign field.

REQUIREMENTS FOR ADMISSION

GENERAL STATEMENT

All candidates for admission to any of the schools of the University must give satisfactory evidence of good character, and all students transferring from other schools must present a statement of honorable dismissal. The requirements for admission are the same for all schools of the University.

Any person desiring information concerning admission to the University, including the University Academy, should write directly to Bob Jones University, Greenville, South Carolina. Admission to the University is granted on the basis of the high school record or by examination as explained below. The minimum time usually required to process an application, beginning with the time when the application is received by the University, is about three weeks. This includes the time necessary to secure the high school record, to evaluate for transfer students any transcripts of credit earned in other institutions of collegiate level, to secure the necessary character recommendations, and to coordinate all these records in the admissions office before a final letter of acceptance can be sent out. No reservation is final until all these records are in order.

The high school record of every applicant is secured by the University on the basis of information furnished in the application. It is the responsibility of the transfer student, however, to see that any records of previous college level work are forwarded directly to Bob Jones University from each institution previously attended. Transcripts are not accepted from students. In every case, an applicant for admission should allow as much time as possible for the processing of his application as it is not unusual for an application to require four to six weeks or longer for processing, depending on how quickly the University receives responses to its requests for information.

Persons who apply for admission and are accepted in the last few weeks before the opening of a semester frequently can be given a tentative reservation only with the expectation that it can become final only when a cancellation occurs so that a substitution can be made. In all cases, no application is processed which is unaccompanied by the required \$10 reservation fee which is explained under "Expenses." Every applicant should bear in mind that all reservations confirmed more than six months before the opening of a semester are contingent on the applicant providing a satisfactory health certificate within the six months period prior to the opening of the semester in which he enrolls. All applications received within the six months period before the opening of a semester must be accompanied by the health certificate.

FRESHMAN ADMISSION BY HIGH SCHOOL CERTIFICATE

FRESHMAN STANDING

When the foregoing requirements for admission have been met, students from accredited high schools will be admitted to the freshman class upon

receipt of a properly certified statement from the principal of the high school showing that the applicant is a high school graduate with at least 12 units in the academic fields (English, foreign language, mathematics, history and social science, natural sciences). Not more than 4 units in non-academic fields will be applicable toward entrance requirements. (A unit is defined as 5 periods of at least 45 minutes each week for 36 weeks.)

This statement should be forwarded directly from the principal to the registrar of the University before the opening of school. Blanks for this purpose will be sent to the high school by the University.

REQUIRED UNITS

Applicants should present as a minimum the following units of high school credit:

- 3 units of English
- 2 units of one foreign language
(see paragraph below for explanation of instances when this requirement is waived)
- 2 units of academic mathematics
(any combination from among general mathematics, algebra, plane-geometry, trigonometry, solid geometry, etc., but not business mathematics courses)
- 1 unit of United States history
- 1 unit of a laboratory science
- Sufficient additional units to make a total of 12 academic units
(English, foreign language, mathematics, history and social science, natural sciences) and 16 total units.

Not more than 4 units in non-academic subjects can be accepted.

A student who does not present 2 units of one foreign language among the 12 required academic units but who does present 12 academic units, this student's record is not evaluated as being deficient. The provisions given below relating to students who are deficient in foreign language do not, therefore, apply in such a case.

DEFICIENCIES

High school graduates who are deficient in entrance requirements but whom the University is willing to accept will be admitted with entrance conditions. No classification other than freshman will be given to a student until all deficiencies (except the deficiency explained under "Academic Electives") are removed. Students who are graduates of unaccredited high schools may be admitted on condition and placed on probation for one semester.

English: The rare student who presents fewer than 3 units of high school English and who is accepted for admission to the freshman class determines his deficiency, if any, by the score achieved on the freshman English placement test. If he makes an unsatisfactory score, he is required to take English 99—Sub-Freshman English, which gives no college credit.

Foreign Language: With the exception just noted above under "Required Units," students who do not present 2 units in one foreign language remove this deficiency by completing one year of language study of the

university level without credit. If a student presents one unit of high school foreign language, he may complete the entrance language required by passing without credit the second semester of that same language on the 100 level in the University. If the student who presents one unit of a foreign language chooses to make up his deficiency in another language, he follows the same procedure as a student who has had no high school foreign language even though the one unit of language is acceptable for one of the 12 required academic units. In every case where a student is deficient, he may not receive credit for a foreign language until he takes a course on the 200 level in the University.

Mathematics: A student who does not present 2 appropriate units of academic mathematics is required to take Mathematics 100, Sub-Freshman Algebra and/or Mathematics 101, Sub-Freshman Plane Geometry, depending on the amount of deficiency the high school record shows. For example if a student presents only one unit of mathematics and that unit is general mathematics, he takes sub-freshman algebra to make up his other unit deficiency; or if a student presents only one unit of mathematics and that unit is high school algebra, he takes sub-freshman plane geometry to remove his deficiency.

History: If a student does not present 1 unit of United States history, he must take United States history on the college level, Hi. 200. This includes all foreign students. If the student has no deficiency under the heading of academic electives as explained below, he will receive full college credit for the course; if the student is deficient in academic electives (not specified subject units), he may not receive college credit for any part of the course unless the first semester only is needed to remove the deficiency in academic electives.

Science: Students who do not present 1 unit of a laboratory science will be required to take a laboratory science in the University without credit. One semester of a laboratory science on the University level is equivalent to one unit of high school laboratory science. Students with a laboratory science deficiency should be careful not to take Sc. 100 or Sc. 101 with the expectation that any part of these courses will remove a deficiency, as these courses are non-laboratory courses.

Academic electives: A student deficient in the unspecified academic electives required to make up the minimum total of 12 academic units removes this deficiency by taking additional hours for credit on the university level. These hours are added to his total of the basic 130 required for graduation. Since one semester of a college subject is usually construed to be the equivalent of a year's high school course, a student deficient $\frac{1}{2}$ unit in academic electives is required 132 hours for graduation; a student deficient 1 unit, 133 hours for graduation; 2 units, 136 hours; etc. These additional hours must be taken specifically in the areas of study defined as academic—English, foreign language, mathematics, history and the social studies, natural sciences. If the student is also deficient in United States history, he must secure his academic elective by taking Hi. 200 either one or both semesters, depending on the amount

of deficiency. Since deficiency in academic electives adds to the total number of hours required for graduation, these electives do not have to be taken during the freshman year but may be taken any time during the college program, and such a deficiency does not restrict a student to freshman classification as do other unremoved deficiencies.

FRESHMAN ADMISSION BY EXAMINATION

Students whose educational background has been irregular but whom the University is willing to accept may be admitted on any of the following bases:

1. high school equivalency diploma
2. satisfactory USAFI General Education Development Test scores, with or without a diploma (applicable primarily to veterans)
3. satisfactory scores achieved on the Bob Jones University entrance examinations
4. satisfactory scores achieved on the examinations of the College Entrance Examination Board or a similar recognized organization.

EQUIVALENCY DIPLOMA

The High School Equivalency Diploma or certificate is now issued by the state departments of education of nearly all the states as part of their services in the field of adult education. In many states this service is available on the same basis to veterans and non-veterans alike, in others on a differentiated basis, and in still others it is available to veterans only. In all cases, however, it is awarded to persons of post high school age on the basis of achievement shown by examination rather than achievement shown by accumulation of high school credits, though in some states examination results must be supported by a partial high school record. Specific requirements vary from state to state, especially as to the minimum age at which one is eligible to take these examinations. An inquiry addressed to any state department of education will reveal current practices in this matter for that particular state. Other things being equal, an equivalency diploma is construed as sufficient basis for college admission and meets all the specific entrance requirements except that in foreign language. If a student admitted on this basis has not had 2 units of high school foreign language (or if he cannot show an equivalent proficiency by examination), he removes this deficiency in the same manner as a regular high school graduate who is deficient in foreign language.

G.E.D. TESTS

The USAFI General Educational Development Tests also serve as a basis for admission for the veteran or other adult applicant when satisfactory scores have been achieved at an approved examination center prior to the enrollment of the student in the University. Satisfactory scores achieved on these examinations, whether or not they have resulted in the issuance of a diploma, are construed as meeting all entrance requirements except that in foreign language. If a student admitted on this basis has not had 2 units of high school foreign language (or if he cannot show an equivalent proficiency by examination), he removes this deficiency in the same manner as a regular high school graduate who is deficient in foreign language.

ENTRANCE EXAMINATIONS

Bob Jones University Entrance Examinations are required of all applicants for admission who do not qualify for admission by regular high school certificate or by one of the three kinds of examinations described in this section. This requirement holds even though an applicant may wish to take special work only. For these special students the examination results serve as a basis for academic counseling. To be eligible for the University Entrance Examinations, however, an applicant must have an irregular educational background and must in most cases be at least twenty-one years of age. If a student seeking admission does not meet admission requirements in any of the ways previously described and does not qualify for the University Entrance Examinations, he may seek admission to the University Academy only.

The University Entrance Examinations consist of a battery of five standard tests administered at the beginning of each semester. These examinations include a psychological examination, an English placement test, and general achievement tests in social studies, natural sciences, and mathematics. Satisfactory scores on these examinations are construed as meeting all entrance requirements except that in foreign language. If a student admitted on this basis has not had 2 units of high school foreign language (or if he cannot show an equivalent proficiency by examination), he removes this deficiency in the same manner as a regular high school graduate who is deficient in foreign language. Students who fail the University Entrance Examinations may be registered as special students only.

OTHER TESTS

Other examination results such as those obtained from the tests of the College Entrance Examination Board or a similar approved organization are accepted as a basis for admission. Applicants who fall into this group should make this fact known in their correspondence with the director of admissions.

CONDITIONS APPLYING TO ALL STUDENTS ADMITTED BY EXAMINATION

A student applying and accepted for registration on the basis of satisfactory examination results will be enrolled and placed on probation one semester. If such a student meets the educational standards of the University during this time, this condition will be removed and he may become a candidate for a degree. If at the end of one semester there remains a question as to the eligibility of the student to work for a degree, the condition will be continued one more semester. If at the end of two semesters the student's work is not of such quality as to justify him to work for a degree, he may register as a special student only. All entrance requirements must be met before any student becomes a candidate for a degree.

CONDITIONS APPLYING TO ALL NEW FRESHMEN

No student, even though he has no entrance deficiencies and is admitted unconditionally, may consider himself a candidate for a degree until he has demonstrated the ability to earn a degree by at least one full semester

of satisfactory work. An equal number of semester hours and quality points, that is, a "C" average, is the minimum satisfactory record necessary for University graduation.

Each year the University admits a limited number of students whose high school records are below the level generally required for recommendation to college work. Such a student may be admitted conditionally and is not eligible to become a candidate for a degree until he has demonstrated his ability to do work of degree quality. The length of time that such students are retained on condition depends on their progress.

ADMISSION AS A ONE-YEAR COMMERCE STUDENT

Every year a number of students enroll for the one-year business course. Such a student is freshman by classification and takes the course of study outlined under the School of Commerce for the one-year commerce student.

To qualify for the one-year business certificate, the student must be a high school graduate and must complete the prescribed course of study and meet the minimum grade average specified in the requirements. A one-year business student differs from other freshmen in that he is not required to remove entrance deficiencies. If such a student, however, decides after one year to continue toward a degree program, he must remove all deficiencies and will have freshman classification only until such deficiencies are removed.

ADMISSION AS A SPECIAL STUDENT

Full-time students classified academically as Special fall into three groups: 1) those whose previous academic preparation does not qualify them to be candidates for a degree (this includes those who fail to qualify for regular standing on the University entrance examinations); 2) those whose academic background is regular but whose present work does not recommend them for a degree; 3) those students who plan to remain in college only a year or two and who do not wish to follow a degree program.

Special students are not required to remove entrance deficiencies and may take any course for which they have met the prerequisites. It should be borne in mind, however, that the University does not permit any student to take all his courses in one or two fields but recommends even for special students a program of general education. No student has the academic classification of "Special" unless he has applied and been admitted as a Special student; or unless after has been admitted as a regular student, he has been given permission by the registrar to become a special student. Ordinarily only persons of mature age and experience are accepted as special students, although a few students under 21 years of age are admitted as special students under group 3 described above. The fact that a dormitory student may be classified "Special" academically does not mean that he will be classified as a special student by the office of the Dean of Men or the Dean of Women.

A special student seeks admission in the same manner as a regular student. Work taken as a special student may be applied toward a degree program later if the student at the time the work was taken qualified for admission to a degree program.

ADMISSION AS A PART-TIME STUDENT

Since 12 semester hours constitute the minimum full-time load in the University and since all dormitory students are full-time students, a part-time student by definition then is a day student carrying fewer than 12 hours. Many part-time students are wives of full-time University students who wish to take certain special courses; others are residents of the local community who wish to enroll for a partial load of work only. Many part-time students by nature of their program of study are special students, although some part-time students follow a regular program of study.

To secure a permit to register from the Director of Admissions, a part-time student is only required to furnish evidence of good character and to file a statement of previous academic training. If a part-time student becomes a regular full-time student, his records must be completed like those of any other regular student.

A part-time student who wishes to take only an applied music pays the special rate for such instruction according to the information under "Expenses of Part-time Students." In order to take one applied music course on the regular part-time tuition basis, the student must be enrolled in at least 6 non-applied music hours. If a part-time student takes two applied music courses, he pays for them according to the special rates for students who take an applied music only, unless he qualifies to receive one of them at the proportionate regular part-time tuition rate, in which case he pays for the first applied music course at the regular rate and the second one at the special rate.

ADMISSION TO ADVANCED STANDING

GENERAL

Transfer students seek admission to the University in the same manner as entering freshmen. It will be helpful, therefore, for every prospective transfer student to read the general requirements for admission and the requirements for freshman admission. The high school transcript of the transfer student will be secured by the registrar's office of the University. The transfer student, himself, is responsible to see that transcripts of all previous college level work are sent directly from *each* institution attended to the registrar of Bob Jones University. All such transcripts should be requested at the time the application is mailed to the University since the application cannot be processed until all records are in order.

The transfer student should bear in mind that the academic year in Bob Jones University is divided into two semesters of 18 weeks each and that the unit of credit is the semester hour. Quarter hours are transposed into semester hours at the ratio of 3:2—that is, 3 quarter hours equal 2 semester hours. While every effort is made within the regulations to

give the transfer student full value for his previous work, no fractional credits are recorded and course credits of a fragmentary nature are disallowed.

HIGH SCHOOL RECORD

A transfer student's high school record is evaluated in term of Bob Jones University entrance requirements. Occasionally a student who was admitted to another institution without deficiency will find himself deficient in entrance requirements when transferring. Such deficiencies, if any, will be indicated on the registration materials given to the transfer student when he enrolls. If a student has taken college level courses which may be substituted for entrance deficiencies, the credit for such courses will be sacrificed.

TRANSFER CREDIT REGULATIONS

The regulations governing the transfer of credits earned in other institutions are as follows:

1. It is the policy of the University to consider for transfer any credits earned in a regular college or university or other institution of collegiate level.
2. Ordinarily only those credits which carry at least a grade of C or an equivalent grade denoting work of at least average quality may be transferred. Under no circumstances is a D in the major or minor field transferrable; and in exceptional cases where a limited number of hours of "D" work is accepted in transfer, the number of such hours may not exceed the number of hours of "A" and "B" work accepted.
3. Courses acceptable for transfer must be substantially in line with the courses of study offered by Bob Jones University and must serve a useful purpose in the particular curriculum which the student proposes to follow. A course to be accepted need not be identical with a course offered at Bob Jones University but it must be a course, even as a free elective, which is generally in line with baccalaureate requirements as defined in this catalogue. For example, a student who has heretofore pursued for any length of time a curriculum in the field of engineering, agriculture, or any other field in which courses are not offered at Bob Jones University may not expect to receive full transfer value for his previous work. A limited number of such credits are transferrable as free electives.
4. In transferring credits, all evaluations are made in terms of courses as they appear in the University bulletin. Though the original course titles are retained, the student's transfer record will show the course numbers of Bob Jones University. Transfer courses for which there exist no parallel course in this institution but which are acceptable for transfer will be assigned the proper departmental classification.
5. Transfer credit may be given by the University in any one field of study not to exceed the amount of credit required in the University for a major in that particular field. For example, a student who has had extensive training in religion elsewhere may not expect to transfer more than 30 semester hours in religion, since 30 semester hours of appropriate courses constitute a religion major in Bob Jones University. If the student expects to major in the field in which he presents the maximum number of transfer hours, he may receive a maximum of only 28 semester hours, since every candidate for a degree must complete a minimum of 12 semester hours in his major field in Bob Jones University, and since further, the total number of credits in any one field applicable to the 130 semester hours required for graduation (including those credits which have been transferred plus those earned in this institution) may not exceed the maximum of 40 semester hours established for the distribution of courses as described elsewhere in this bulletin.

6. A transfer student who presents sufficient hours for student classification above that of freshman but who is deficient in entrance requirements is given freshman classification until all deficiencies have been removed. Transfer students may fall into any classification from freshman to senior, though rarely is a student able to transfer and complete degree requirements in one year.
7. Though certain adjustments may be made in the program of study for a student who transfers to this institution late in his college program, it should be borne in mind that the "in residence" regulation requires a candidate for a degree to complete a minimum of 30 semester hours in two semesters of residence in Bob Jones University. This stipulation means that in the minimum of two semesters the student must carry a full load of work and must meet the minimum academic standards required by the University for graduation.

TRANSFER CREDIT FROM BIBLE SCHOOLS

In addition to the regulations just enumerated, the following regulations clarify the basis of transfer for work completed in a standard Bible school, Bible institute, or Bible college:

1. Credits earned in the field of religion in a standard Bible school of college grade are considered for transfer purposes on the same basis as credits earned in other fields in a regular college or university.
2. Credits earned in a Bible school of approved collegiate standing are accepted on the same basis as credits earned in any other institution of college grade.
3. Credits in the academic fields earned in a Bible school which does not have a recognized college department may be transferred only by validation. This validation may be secured by examination, as in English, or by the completion of the next course in sequence with a minimum grade of C, as in Greek. The procedure used is that recommended by the department. All validation examinations must be completed within the first half-semester of a student's registration in the University. A fee of \$1.00 is charged for each validation examination.
4. Evaluation of credits completed in Bible schools is made according to the regulations governing all transfer work, as to the quality of work required, the maximum number of hours which may be transferred, etc.
5. Because of the wide variety of religion courses offered in Bible schools and because of the variations existing in course titles and course contents from school to school, Bob Jones University allows all transfer credit in religion on an equivalence basis in terms of courses and credits listed in this bulletin under the School of Religion. This assignment of credits is made on the basis of the contents of the courses pursued elsewhere as compared with parallel courses offered in this institution. A major in religion is then held responsible on his comprehensive examination for the Bob Jones University courses which have been assigned as equivalent courses.

ADMISSION AS A GRADUATE STUDENT

The University offers graduate work in art, music, speech, and religion. For admission to graduate standing, an applicant must hold a bachelor's degree from an approved college or university and must qualify for a program of study leading to a graduate degree. In order to pursue graduate work, a student must have an undergraduate major or its equivalent in the field chosen for graduate study. His undergraduate program of study must be substantially equal to the undergraduate program of study required in that particular field in Bob Jones University, including major, minor, and general requirements. Further details concerning specific requirements are given elsewhere in this bulletin under the School of Fine Arts and the School of Religion.

An applicant who meets all undergraduate requirements for admission to graduate work is given unconditional admission subject to the regulations regarding admission to candidacy which apply to all graduate students. An applicant who is deficient, but not seriously so, will be admitted with graduate standing but such a student must remove all deficiencies before admission to candidacy is granted. An applicant whose undergraduate program of study is totally out of line with the graduate program he wishes to pursue will be advised to enroll in the appropriate undergraduate school to qualify for the bachelor's degree. In every case an applicant for graduate study must present an undergraduate record of such quality as to indicate success on the graduate level.

The prospective graduate student must follow the regular procedure in filing application for admission and at the time of application must request a complete final transcript of his undergraduate work, showing the conferring of his degree, to be sent directly from his former institution to the registrar of Bob Jones University. The graduate applicant will find it helpful to read the opening section on admission, "General Statement," which applies to all persons seeking admission to the University for the first time.

GRADUATE FELLOWSHIPS

Each year the University awards approximately twenty teaching fellowships to outstanding students who wish to pursue graduate work in music, speech, or religion. A fellowship runs for two years and yields the holder his room, board, and tuition plus a cash stipend each month.

A fellowship instructor teaches half-time for the University while carrying a maximum student load of 9 semester hours. While the majority of these fellowships are awarded Bob Jones University graduates, a few are given to other graduate applicants of outstanding merit.

ADMISSION AS A POSTGRADUATE SPECIAL STUDENT

A student holding a bachelor's degree who wishes to secure additional training but who does not wish to follow a program of study leading to an advanced degree may enroll as a postgraduate special student. Such a student may take courses on the undergraduate and/or graduate level, depending on his objective in taking such special work. To register for a graduate course, however, the student must meet all prerequisite requirements in the same manner as a student who takes the course to apply toward a graduate degree program.

THE ADMISSION OF FOREIGN STUDENTS

One of the unusual features of Bob Jones University is that as a private liberal arts university it attracts its student body each year from practically all the states plus the District of Columbia, the outlying possessions of the United States, and more than a score of foreign countries. In addition to those who are foreigners by citizenship, the University attracts each year a number of students who are of American citizenship but who were born

and have been reared in foreign countries. In 1952-53, the University family of more than 3,000 represented forty-seven states (all except Utah) plus the District of Columbia, Hawaii, Alaska, the Canal Zone, and twenty-six foreign countries. Canada with six provinces represented led the foreign student list with 46 representatives. The other foreign students represented 5 countries in Europe including England and Ireland, 2 countries of the Near East, 1 country of Africa, 5 of the Far East, 5 of the Latin American republics, and 6 islands of the sea not classified elsewhere, bringing the foreign population to almost one hundred.

Bob Jones University is proud of its foreign students and does everything within its power to facilitate the admission of its qualified foreign applicants. The foreign student, however, who desires admission to Bob Jones University, and into whose hand may come a copy of this catalogue will do well to read carefully the following paragraphs.

A foreign student proceeds to make application for admission to Bob Jones University in the same manner as any other student with the additional problem of meeting certain requirements of his own country plus the requirements of the United States for approval to study in this country. Before a letter can be sent from the University to the student to assist him in securing the necessary credentials to leave his own country to enter America for study, the foreign student must:

1. submit his application with the \$10 reservation fee
2. furnish satisfactory evidence as to his character, ability to meet his financial obligations in this country, and academic preparation for study in an American university, including the use of the English language.

In establishing his academic preparation for study in Bob Jones University, the foreign applicant must submit official records showing secondary school graduation or its equivalent; and if the applicant has pursued college level work in any institution, he must submit official transcripts of all such work. When all these credentials have been assembled, they will be sent to the U. S. Office of Education for evaluation by specialists in the education of the country which the student represents. Academically the student is accepted for admission or declined admission on the basis of this evaluation, and advanced standing credit, if any, is allowed on the basis of recommendations made by the U. S. Office of Education.

Because of the time element involved, all foreign applicants should submit applications with all the necessary credentials at least six months to a year in advance of the semester when the student expects to enroll. Because of the considerable number of Canadian applications received each year, the initial letter from the University to every Canadian applicant will include a special syllabus giving further details concerning the admission of Canadian students.

A letter of tentative acceptance granted to a foreign student on the basis of satisfactory preliminary information is subject to final confirmation by the satisfactory completion of all records pertaining to the student, including the evaluation of academic credentials by the U. S. Office of

Education, which is final and binding in all cases. It is understood that the foreign student in claiming his reservation accepts this provision as part of his contract with the University.

ADMISSION OF SERVICE PERSONNEL

Bob Jones University is approved for the training of veterans who are entitled to educational benefits under Public Law 346 and Public Law 16, which are commonly known as the G. I. Bill of Rights, and Public Law 550, which provides educational benefits for "Korean" veterans. Any veteran wishing to attend Bob Jones University under the provisions of any of these laws should make application to his local Veterans Administration office for approval. In the process of admission to the University each veteran will be instructed concerning his individual problem.

A limited amount of credit may be allowed for training programs followed in military service provided this work is in line with baccalaureate requirements. Any veteran desiring an evaluation of such work must have his official transcript forwarded directly from the proper authorities to the registrar of Bob Jones University. Credit is allowed on the basis of the recommendation in the manual, *A Guide to the Evaluation of Educational Experiences in the Armed Services*.

FINANCIAL INFORMATION

EXPENSES FOR FULL-TIME STUDENTS

Tuition per semester	\$130.00
Room and board per semester	202.50
Matriculation fee per semester	30.00
Piano practice fee per semester	3.00
Voice practice fee per semester	3.00
Brass instrument practice fee per semester	5.00
Wood-wind instrument practice fee per semester	5.00
String instrument practice fee per semester	5.00
Pipe organ practice fee per semester	20.00
Home economics foods class laboratory fee per semester	10.00
Radio production class fee per semester	5.00
Camera class supply fee per semester	10.00
Motion picture recording class supply fee per semester	5.00
Cinema Seminar workshop fee per semester	25.00
Late registration fee	3.00
Proficiency examination fee, per semester hour	3.00
Validation examination fee, per examination	1.00
Change of course fee after drop period	1.00
Examination fee for examination taken other than regularly scheduled time, per examination	1.00
Aeronautics tuition per semester:	
(In addition to the regular tuition; includes flight instruction to average 15 hours dual and 25 hours solo to be given over a period of two semesters.)	
Per semester, approximately	170.00
Flight instruction only (dual) per hour	9.00
Flight instruction only (solo) per hour	7.00

GRADUATION FEES

One year Business certificate	\$ 2.50
Two year Practical Training certificate	2.50
Bachelor's degree	12.50
Master's degree	17.50
Bachelor of Divinity degree	17.50
Doctor's degree	25.00

(Graduation fees include the cost of the diploma and the rental of academic costume and are payable in full whether the candidate receives the degree in person or in absentia.)

EXPENSES FOR PART-TIME STUDENTS

The minimum full-time load in the University on the undergraduate level is 12 semester load or credit hours. Any day student who takes fewer than 12 hours is, therefore, classified as a part-time student and pays tuition and fees on a proportionate basis as outlined below. Although

a dormitory student may be permitted under certain circumstances to carry fewer than 12 hours, all dormitory students are classified full-time financially as well as academically.

Tuition per semester hour up to and including 11 hours	\$11.00
Matriculation fee (1 through 5 hours) per semester	12.50

Beginning with the 1954-55 school year all students registered for over five hours will be charged the full registration fee of \$30. Only the full matriculation fee of \$30 includes the college annual, admission to concerts, lectures, plays, etc., medical care and similar services. A student who registers for five hours or less is not entitled to any of these benefits. No student is eligible to take more than one applied music unless he is a full-time student and/or pays full tuition and matriculation fee. A student taking applied music only, pays \$15.00 tuition per semester for class instruction and \$12.50 per semester for matriculation fee. Should the student take private lessons in this course, he is to pay \$35.00 for private instruction plus the \$12.50 matriculation fee. If the student uses the University instruments for practice, he is to pay the regular practice fee charged other students. No part-time student is permitted to audit or visit University classes.

SUMMER SCHOOL EXPENSES

Residence tuition	\$45.00
Matriculation fee	7.50
Room and Board (five-week period)	55.00
Extension Courses (ministerial student)	
3 hour course	20.00
4 hours or more	30.00

For summer school, tuition and fees for both residence and extension work are due at time of registration. If the student wishes, he may pay the room and board by the week in advance. Any student who registers for a course is required to pay the tuition and fees whether or not the course is completed.

EXPLANATION OF FEES AND FINANCIAL TERMS

RESERVATION FEES

A \$10.00 reservation fee must accompany each application for admission, and this fee is applied as part payment on the \$30.00 matriculation fee for the first semester. This reservation fee is required of all students. In the case of those attending under P. L. 16 and 346, the reservation fee will be applied to the student's first payment of room and board if he is a dormitory student, or will be refunded after registration if he is a non-dormitory student. Veterans under P. L. 550 handle their own ac-

counts entirely. As stated on the application blank, \$5.00 of the \$10.00 reservation fee is retained to cover the cost of processing the student's application and the remaining \$5.00 is refunded only when the student's application is refused or his reservation is canceled at least eight weeks before the opening of the semester for which application is made. No part of the reservation fee is refundable to a student whose application is accepted within eight weeks of the beginning of a semester, even though the student cancels his reservation.

MATRICULATION FEE

It is customary in most schools to charge science laboratory fees, library fees, medical fees, etc. In Bob Jones University, these are included in the \$30 matriculation fee, as are the year book, the individual portrait that goes into the year book, admission to all University programs, concerts, recitals, athletic activities, the University Post Office box rent, etc. The medical service included in this fee covers doctor's campus calls and hospitalization in the University infirmary. Day students who are hospitalized in the infirmary will pay \$3.00 per day for room and board. A private room is \$5.00 per day. No charge is made, however, to any full-time student for the use of the operating room and X-ray equipment when prescribed by the University physician. Surgeons' and consulting specialists' fees in the University hospital (the fees for all students in the Bob Jones University hospital are much less than those elsewhere), as well as the cost of medicines are paid by the student. The matriculation fee is payable upon registration at the beginning of each semester, and there is no refund on this fee under any circumstances. Other fees, also, due at registration are piano, voice, brass, wood-wind, and stringed instruments, pipe organ, and home economics laboratory fees. *Bob Jones University makes no additional charge for instruction in music, speech, or art.*

SUGGESTED METHODS OF PAYMENTS

The expenses (\$665.00) for room, board, and tuition for the school term of two semesters may be paid, if the student desires, one-ninth when registering, and one-ninth every four weeks thereafter until nine payments have been made. If the student prefers, he may pay the \$665.00 in ten equal installments of \$66.50 each. The tenth installment, however, must be paid before final examinations. (There are four nine-week periods in the school year; and since at the end of each nine-week period either the official University mid-semester or final examinations are given, a student's account must be paid up to date before he can be admitted to these examinations.)

FINANCIAL TERMS

Since the faculty is employed by the year and since students' reservations are held by the University with the expectation that the student will claim such reservation and remain for at least one full semester, any student who holds a reservation up until the opening of a semester will owe the tuition for the full semester. Every student who leaves before the end of a semester for any reason whatever (either voluntary with-

drawal or expulsion), except when called into military service as outlined below, will owe the tuition and fees for the entire semester and will owe for his room and board through the school month in which he withdraws, since all payments are due in advance. Should a student leave the University for any reason after having paid more than the amounts outlined above, a refund will be made him for any over-payment, but no other refunds will be made to a student for any other reason. Should a student who is paying his account on the ten-payment basis leave the University for any reason, he will owe the balance remaining on the semester's tuition and the proportionate amount of room and board to the end of the school month in which he withdraws, based on a term of nine months. *If a student who has been accepted for admission to the University finds at any time that he cannot fill his reservation, he should cancel his reservation at once. Even if he has to cancel his reservation at the last minute he should wire the University so that the cancellation is received before the deadline when the student becomes liable for the tuition for the entire semester as explained above. This deadline is the time specified in the student's acceptance letter as the official beginning of the semester.*

A student who enters late owes the tuition and fees for the entire semester and the room and board beginning with the month in which he enters. Should such a student leave the University after entering late he will owe, as do all students, the tuition and fees for the entire semester and the room and board through the month in which he withdraws. It is understood that the above terms are accepted as part of the contract by the student and his parent or guardian when he make application for admission and is accepted as a student in Bob Jones University.

STUDENTS CALLED INTO MILITARY SERVICE

Any student called into military service after he is registered at Bob Jones University will owe only the fees for the semester plus room, board, and tuition to the end of the month in which he is drafted. For example: A young man called into service two weeks after the opening of school would owe the semester's fees and one-ninth of the total amount due for room, board, and tuition for the school year of nine months. If he is called into service after the second month's payment is due, he will owe the semester's fees and also for the entire second period or two-ninths of the total cost of room, board, and tuition.

OTHER SERVICES

Since the University carries a limited amount of petty cash, the University Business Office will cash checks in amounts up to \$50.00 for students with proper identification. For amounts larger than \$50.00 the student may have the check approved by the Business Office and take it to a bank in town to cash it himself; or, if he prefers, he may leave the check at the office and call for the cash the next day.

The Christmas holiday period is not included in the regular academic year; therefore, any student who remains on the campus during the holiday period will be charged a nominal rate per day for his room and board.

SCHOLARSHIPS

Work/loan scholarships are available to students who can honestly sign a statement that they are not able to pay in full and whom the University is willing to accept in the amounts of \$5.00, \$10.00, \$12.50, \$15.00, \$17.50, \$20.00, \$22.50 and \$25.00 a month. In some cases loans of \$30.00 and \$35.00 a month are available to students, and in a few unusual cases, loans of \$40.00 and \$45.00 a month are made. As an example as to how the scholarship works, a student receiving a \$15.00-a-month work/loan scholarship for nine months would have \$135.00 (\$15.00 each month for nine months) deducted from the total of \$665.00. The balance of \$530.00 can be paid in monthly payments.

WHAT STUDENTS SHOULD FURNISH

All students, except those residing with their parents or close relatives in the local community, are expected to live in the University dormitories. Students must supply their own textbooks, school supplies, and gym clothes, as well as their own bed linen, blankets, pillows, towels, etc. Students occupy single beds. Students may bring any musical instruments which they play. As tennis is among the most popular sports, students will want to bring tennis rackets.

The University often receives inquiries from students in regard to such minor room furnishings as curtains, small rugs, and the like. The University suggests that the students wait until they arrive before such furnishings are obtained.

HEALTH AND PHYSICAL CARE

Every full-time student in the University, whether day or dormitory, pays a matriculation fee of \$30.00 each semester. This fee covers the cost of regular medical service administered through the University infirmary. This service includes doctor's campus calls and hospitalization in the infirmary. Day students who are hospitalized in the infirmary will pay \$3.00 per day for room and board or \$5.00 per day for a private room. No charge is made to any full-time student for use of the operating room and X-ray equipment when prescribed by the University physician.

Surgeons' and consulting specialists' fees, as well as the cost of medicines are paid by the student. Part-time students who wish to use the University health services must make the proper financial arrangements in advance.

During the school year 1950-51 the University expanded its medical facilities by the addition of a new concrete wing to the infirmary. This new wing provides an operating room, X-ray equipment, and additional private rooms. This expansion increases the capacity of the infirmary to sixty-five beds. The medical staff includes a University physician, a staff of consulting physicians, and eight registered nurses.

STUDENT ORGANIZATIONS

STUDENT BODY AND LITERARY SOCIETY ORGANIZATIONS

STUDENT BODY

The University Student Body meets twice monthly on alternate Saturday mornings for programs of an entertaining and inspirational nature. Officers are elected each semester. In 1952-53, 47 states plus the District of Columbia and nearly thirty foreign countries were represented in the student body of some 3,000. The ratio of men to women was approximately four to three.

CLASS ORGANIZATIONS

The various class groups of the University—Freshman, Sophomore, Junior, Senior, and Graduate—each has a separate class organization with its own officers. These groups hold monthly meetings.

LITERARY SOCIETIES

There are no fraternities or sororities on the Bob Jones University campus, but there are thirty-two flourishing literary societies. Every student is eligible for membership in one of these groups. The Alpha Omega Delta, Basilean, William Jennings Bryan, Cavalier, Chi Delta Theta, Epsilon Zeta Chi, Excalibur, Nikonian, Nu Delta Chi, Phi Beta Chi, Phi Kappa Pi, Pi Epsilon Phi, Pi Gamma Delta, Shakespeare, Sidney Lanier, and Theta Kappa Nu societies are for men. The Alpha Gamma Tau, Bronte, Elizabeth Barrett Browning, Chi Kappa Delta, Chi Sigma Phi, Mary Gaston, Keramion, Harriette Parker, Pi Theta Epsilon, Sigma Kappa Rho, Sigma Lambda Delta, Tri Sigma, Theta Delta Omicron, Theta Mu Theta, Zeta Tau Omega, and Zoe Aletheia societies are for women.

PANHELLENIC COUNCILS

The Panhellenic Councils, one for men's and one for the women's literary societies, are composed of the president and vice-president of each of the literary societies. The purpose of the Councils is to guide and control the activities of the literary societies.

SOCIETY DEBATE

In addition to making important social, spiritual, and intellectual contributions to the student, these literary societies are the basis of many extracurricular activities, such as intramural debate and intramural athletics. For the debate competitions the societies are divided into four leagues, two for men and two for women. Throughout the school year these leagues conduct elimination contests to determine the league winners, who compete in semifinal and final competitions to determine the winner of the University debate cup which is awarded at commencement. Each year the societies take as their question the national debate topic for universities and colleges.

SOCIETY ATHLETICS

Though the University does not participate in intercollegiate athletics, it sponsors, through the literary societies, a well integrated program of intramural athletic competition. The thirty-two societies are divided into four leagues, two for men, the American and National, and two for women, also named the American and National. Because this organizational set-up calls for sixteen men's teams and sixteen women's teams for each sport, an exceptionally high percentage of student participation is secured. The sports year includes a variety of team and individual sports, such as, soccer, speedball, basketball, softball, track, volleyball, tennis, badminton, pingpong, horse shoes, and archery. By means of a graduated point system the league winners and University winners, in both men's and women's athletics, are determined. The athletic program culminates at the annual field day in May and the championship trophies are presented along with other University awards at the Convocation service.

RELIGIOUS ORGANIZATIONS

DENOMINATIONAL ORGANIZATIONS

The various religious denominations have their own young people's societies and Sunday school classes. Students are urged to attend the meetings of the denominational group with which they have been affiliated at home.

LIFE SERVICE BAND

This organization is composed of young women who have dedicated their lives to full-time Christian work. It sponsors such projects as child evangelism, prayer meetings in local homes, Bible classes, and the like.

MISSION PRAYER BAND

Bob Jones University is known throughout the Christian world for its missionary emphasis. For several years the missionary volunteers of the student body have numbered from four to six hundred; and in each graduating class there is a large number of missionary volunteers. These students compose the membership of the organization known as the Mission Prayer Band, the purpose of which is to stimulate missionary zeal and vision on the campus. The Mission Prayer Band is divided into three separate groups, each having its own officers—one group for women students, one for dormitory men students, and a third for day students. From these three groups are several smaller groups representing the various foreign fields such as Japan, Korea, South America, Africa, India, and others. These groups hold daily prayer meetings in which the needs of the missionary cause around the world are made a matter of systematic prayer.

In addition to these activities, the University brings to its chapel platform for two missionary rallies each month, on alternate Saturday mornings, outstanding missionary speakers and representatives of practically all well-known orthodox mission boards. Besides the regular chapel speakers, a number of other missionaries and mission board representatives visit the University each year to confer with prospective missionary candidates and to speak in the mission classes.

EDUCATIONAL ORGANIZATIONS

THE MINISTERIAL ASSOCIATION

This association, composed of all men students in the University who are preparing for a full-time Christian ministry, numbers approximately 1200 students. The ministerial class is under the direction of the Dean of the School of Religion and meets twice weekly for instruction. The founder and the president and other leading evangelical religious leaders of the world are brought to the University to address this class. Besides specified reading and class work, each student engages in practical ministerial work during the school year and in the summer months.

THE UNIVERSITY COMMERCE ASSOCIATION

This organization, open to all students enrolled in the School of Commerce, has a two fold objective: first, to promote a feeling of unity among the business students in the University; and second, to prepare them more thoroughly for business careers through increasing their professional knowledge in a practical way. The association attempts to realize these aims by means of regular semi-monthly meetings, occasional social functions, field trips to local business firms, talks by local businessmen, and the showing of a variety of educational motion pictures dealing with business subjects.

FUTURE TEACHERS OF AMERICA

This organization is open to all students interested in the teaching profession, either as teachers on the mission field or in the public schools. Prospective teachers receive inspiration and Christian fellowship by attending the FTA meetings, which are held twice monthly. Using mainly student talent and leadership, these meetings are professional, devotional, and social. The programs feature outstanding educators as guest speakers, and educational films. The Bob Jones University Chapter was selected by the National Educational Association as the National Banner Chapter for 1951-52. In 1952-53 the roll listed 501 members making it the largest FTA Chapter in the United States. In 1952-53, members of the Bob Jones University chapter were elected president, second vice-president, and secretary, of the state FTA organization. This made the third consecutive year for a Bob Jones University student to be state president. The BJU chapter is affiliated with the FTA organization of the National Education Association. In July, 1952, a Bob Jones University student, as the National FTA secretary, addressed the N.E.A. Convention in Detroit. Prospective teachers are encouraged to become members of FTA.

MUSIC AND SPEECH ORGANIZATIONS

THE ORATORIO SOCIETY

The Oratorio Society consists of students carefully selected for their musical talent. The best choral music, accompanied and unaccompanied, is studied and performed. The Society appears in several formal concerts during the year, often with outstanding guest soloists.

ORCHESTRA

The University symphony maintains high standards of performance and provides excellent instrumental experience for students. Membership is limited only in that the balance and proficiency of the ensemble be maintained. This orchestra plays at vesper services, at recitals, at the opera performances and at various other programs during the school year.

ENSEMBLES

Students are given the opportunity to participate in vocal, string, and brass ensembles which appear on vesper services and various other programs throughout the school year.

THE CLASSIC PLAYERS

The Classic Players are possibly the most outstanding college Shakespeare repertoire group in the world. Membership is open to students who show talent or ability in public try-outs.

OPERA CHORUS

Each year the University through its music and speech divisions presents one of the great operas. Guest artists are featured in the principal roles, and the minor parts and the chorus are made up of students who show the requisite ability in public try-outs.

BAND

The Division of Music sponsors two bands, the Concert Band and the Varsity Band, which play several times a year in concert, and informally at athletic events, student body programs, etc.

OTHER OPPORTUNITIES

Beside the organizations listed here, students of Bob Jones University have the opportunity of taking part in the activities of WMUU, the University-owned and operated radio station, and Unusual Films, the University's film production unit. Further information about these enterprises is given elsewhere in this bulletin.

ALUMNI ORGANIZATIONS

ALUMNI ASSOCIATION

Bob Jones University Alumni Association is composed of the more than 2,000 graduates who have received their degrees from the institution since the first graduating class of 1930. It is the purpose of this organization to keep alive the traditions and principles that have made Bob Jones University. The activities and accomplishments of the alumni along with the school news of interest appear in the bimonthly publication, *Little Moby's Post Issue of Bob Jones University Bulletin*, which is circulated to the alumni and former students. The annual banquet and business meeting are held at commencement. At this time officers are elected and plans are made for the organization. The Alumni Association is in active cooperation with the summer banquet associations.

SUMMER BANQUET ASSOCIATIONS

Every summer in most of the leading cities in America alumni, students, prospective students, patrons, and friends of Bob Jones University meet for a time of renewed acquaintances and spiritual fellowship. These banquets are held in New York, Los Angeles, Minneapolis, Miami, Detroit, Chicago, Philadelphia, Seattle, Denver, Atlanta, Birmingham, Boston, Toronto, and many other major cities. Each year members of the alumni association or members of the student body are elected as officers of the associations.

RELIGIOUS SERVICES

SUNDAY SCHOOL

Sunday School is held on the campus each Sunday. Classes are formed according to the regular denominations, and students attend the class of their own denomination, where they are taught by teachers of their own choice.

For the school year of 1952-53 over thirty Sunday School class organizations represented 110 religious denominations in the student body. Students who come from Interdenominational churches attend the interdenominational class; students who come from denominations not represented among the separate classes attend the non-sectarian class. The denominations represented in these classes, many which meet by more than one section, are: Assemblies of God, Baptist, Brethren, Christian, Christian Missionary Alliance, Church of God, Congregational, Evangelical Free and Mission Covenant, Evangelical United Brethren, Interdenomination, Lutheran, Mennonite, Methodist, Non-Sectarian, Pentecostal Holiness, Plymouth Brethren, Presbyterian, and Reformed. Bob Jones University makes every effort to preserve the denominational integrity of its students.

SUNDAY MORNING WORSHIP

The Sunday Morning worship is a regular feature of the University religious program. Every dormitory student is required to attend the Sunday morning worship service except young ministers who are away conducting services. There is a church choir which presents special music. The message is brought by the founder, president, some minister who is a member of the faculty, or a visiting clergyman. The morning worship service is broadcast over the University station, WMUU.

VESPERS

The Sunday vesper service is probably the best known of all religious services of Bob Jones University. It presents members of the faculty and students of the divisions of speech and music in a sacred program. Occasionally, a religious drama is presented by the division of speech. These services are both devotional and cultural and attract many visitors. A radio adaptation of the Sunday vesper program is broadcast over WMUU.

YOUNG PEOPLE'S SOCIETIES

The various Young People's Societies—Christian Endeavor, Baptist Student Union, Methodist Youth Fellowship, and Interdenominational Student Union—meet Sunday afternoon following the vesper service. Although attendance at these meetings is optional, the system of competition makes for unusual attendance records and devotional and inspirational programs of high quality.

SUNDAY EVENING WORSHIP

Students are encouraged to attend Sunday evening worship at the church of their own denomination in the local community.

CHAPEL SERVICES

One of the most interesting features of Bob Jones University is the thirty-five minute chapel service held every morning from Monday through Saturday. These services are a source of great inspiration to students. Four days a week the chapel message is brought by the founder or president when on the campus, and in their absence by selected speakers. One day each week the chapel period is devoted to the meetings of various literary societies. Two of the Saturday meetings each month are devoted to special missionary programs and speakers; on the other two Saturdays in each month are held the Student Body Meetings. The daily chapel service is frequently broadcast over WMUU.

SPECIAL ADVANTAGES

BIBLE CONFERENCE

The annual Spring Bible Conference is one of the outstanding features of the University year. Running for eight days, beginning the last Sunday in March, the Conference brings to the campus America's outstanding orthodox Bible teachers, pastors, and evangelists. Among the speakers of recent years have been the late Dr. H. A. Ironside, the late Dr. Louis S. Bauman, Dr. George McNeely, Dr. R. R. Brown, Dr. William Ward Ayer, Dr. James McGinlay, Dr. Roy L. Brown, Dr. Vance Havner, Dr. Bob Shuler, Dr. Harry Hager and Dr. M. R. DeHaan. All regular academic work is suspended for the Bible Conference which takes the place of a spring vacation.

LECTURES ON EVANGELISM

In February, 1950, Bob Jones University instituted a new annual feature of its religious program with the Lectures on Evangelism delivered by the well-known evangelist, Dr. John R. Rice. Two sessions were held daily during the school week. Following the series, the lectures were published by The Sword of the Lord Publishers under the title *We Can Have Revival Now*. The 1951 series, delivered by D. Paul S. Rees of Minneapolis, Minnesota, was published under the title *Stir Up the Gift* by Zondervan Publishing House. The 1952 series, delivered by Dr. William Ward Ayer, was published by Zondervan Publishing House under the title *Flame for the Altar*. In 1953, the lectures were given by Dr. Oswald J. Smith and will be published by the University.

It is the purpose of the University to bring to its platform evangelists for this annual series of messages. Following each series the lectures are to be published.

ARTIST SERIES AND RECITALS

The students of Bob Jones University have the opportunity of hearing, in the course of the year, a number of outstanding artists—musicians and lecturers—who are presented on the Artist and Celebrity Series. In addition, there are recitals by members of the faculty of the divisions of speech and music which are also included in the Artist Series. The matriculation fee provides each student with a season ticket.

RADIO

Talented students have an opportunity for radio appearances on the University broadcasts over its own station WMUU.

CONTESTS AND AWARDS

Various music, speech, art and literary contests are held at commencement and medals are awarded to the winners of the piano, men's voice, women's voice, organ, declamation, dramatic reading, poetry, art, violin, and extemporaneous essay contests. In addition to these competitions, other University awards include the University scholarship medal, which

is awarded annually to the student with the highest academic average for the year; the Commerce scholarship medal, which is awarded annually to the student making the highest academic average in the one year business course; the most improvement medals, which are awarded to the senior boy and senior girl who have made through their college careers the most outstanding improvements in personality and character; the senior scholarship medal, which is awarded to the senior who graduates with the highest academic average; the most constructive suggestion medal, which is awarded to the student who, in the opinion of the administration, has made the best suggestion of the year to achieve greater efficiency in some phase of university life.

UNIVERSITY MUSEUM AND ART GALLERY

Of distinctive advantage to the student are the opportunities afforded by the Bowen Collection of Biblical Antiquities and Illustrative Material and the University Collection of Sacred Art.

The Bowen Collection, of which the Reverend and Mrs. Frank Bowen are the curators, contains the varied and complete display of Biblical antiquities which the curators collected over a period of many years. This excellent collection affords an unusual opportunity both for recreation and for systematic study of the Bible in the light of archaeology. In addition to the priceless relics on display, numerous reproductions representing Bible life and times are to be seen in the collection.

The University Collection of Sacred Art is one of the finest in the entire Southeast, containing representative works of Flemish, Dutch, German, French, Italian, and Spanish painting from the XIV through the XVIII centuries. Among them are outstanding examples of Tintoretto, Veronese, Sebastiano del Piombo, Cranach, El Greco, and Ribera.

The Museum and Art Gallery are open to the public and hundreds of visitors are given guided tours each year.

SPECIAL CONFERENCES

Beginning in 1950 the University has sponsored annually in December a special conference concerning questions of significant interest in the spheres of world affairs, national life, and education. The 1950 Mid-Century World Outlook Conference brought to the University representatives from thirty countries of the free world. The theme of the 1951 conference was Americanism, and featured many leaders in the fields of politics, business, labor, capital, and education. In 1952 the conference—Education for Democracy—dealt with the problems, issues, and trends in American education.

PUBLICATIONS

The Fellowship News is a paper published weekly at the University. It is the official publication of the international organization of Young People's Fellowship Clubs and the Gospel Fellowship Association.

The Vintage is the University annual, published by the students.

Little Moby's Post Issue of the *Bob Jones University Bulletin*, is the alumni publication, distributed bimonthly by the Alumni Association.

BUILDINGS AND EQUIPMENT

Bob Jones University, formerly Bob Jones College of Cleveland, Tennessee, occupied its new multi-million-dollar plant in Greenville, South Carolina, August 1, 1947. The 150-acre campus, located on the U. S. 29 super-highway between Greenville and Spartanburg, is located just within the Greenville city limits, three miles from downtown Greenville.

The first school year in Greenville opened October 1, 1947, in the original unit of twenty-five buildings.

The buildings, constructed of cream-colored brick and trimmed with Bedford stone, are of modern functional design. The Administration Building houses the University offices. The Dixon-McKenzie Dining Common, with a complete, modernly equipped kitchen, accommodates approximately 1,700 students at a sitting. The University Student Center consists of three buildings: War Memorial Chapel; gymnasium; University snack shop, store, post office, barber shop, and social parlor. The Alumni Building contains the teachers' offices and fifty attractive classrooms. The Mack Library houses the volumes which comprise the University library collection and provides study and work space for users in two large reading rooms, a reference room, a periodical room, and a music room. The Nell Sunday and Margaret Mack dormitories for women and the Bibb Graves, Loren Jones, and J. Y. Smith dormitories for men are attractive fireproof dormitories each housing over 400 students. In addition to these dormitories, the University provides housing for men in trailers, and additional housing facilities for faculty and students in housing units. Grace Haight Hall and the Faculty Court provide housing for the faculty. The Rodeheaver Auditorium, provided with its unusual facilities and space for the fine arts activities, is the central building of the campus.

In the summer of 1949 the University constructed its own laundry plant and its radio station, WMUU. In 1950 the University added to its physical plant by constructing Unusual Films Studio which adjoins the Rodeheaver Auditorium, and by increasing the facilities of the University health service in adding to the infirmary a new permanent hospital unit. In 1951 the University expanded its classroom space by constructing the Academy building which contains teachers' offices and eleven classrooms. Also in 1951 the University Museum and Art Gallery, which contains the Bowen Collection of Biblical Antiquities and Illustrative Material, and the University Collection of Sacred Art, was constructed. In 1952 the University expanded its dormitory facilities by constructing the Loren Jones dormitory for men. Also in 1952 the University infirmary, the chemistry, physics, biology, and home economics buildings were expanded and completely renovated.

Each building is appropriately furnished and equipped according to its use. The spacious campus provides adequate room for further expansion to take care of the growing needs of the University.

The University plans for future expansion to include the construction of an additional dormitory for women, additional housing facilities for the faculty, a field house including another gymnasium, and a fine arts classroom and studio building.

THE MACK LIBRARY

The Mack Library is an attractive, well arranged building of modern architectural style. Students are served by two professional and two sub-professional librarians and fifty student assistants. The three reading rooms on the main floor include a spacious, well-equipped reference room, a reserve room, and a periodical room where 2,300 bound magazines are accessible from open shelves. The second floor includes a large reading room housing books in the fields of art, music, and literature. In addition, there is an attractive music room where 800 music, speech, and language records are available. Books in the regular collection number approximately 45,000. Each year approximately 5,000 new books are added to the collection. In addition to the regular university collection, students also have access to the 9,000 volumes in the private collections of Dr. Charles D. Brokenshire, Dean Emeritus of the School of Religion, and Dr. William T. Bruner, of the Department of Greek. Included in these collections are many rare and out of print books that would be otherwise inaccessible.

WMUU

On September 15, 1952, WMUU (the voice of the World's Most Unusual University) began its fourth year of broadcasting. Located in the heart of the campus next to the Rodeheaver Auditorium, the attractive modernistic building of cream-colored brick trimmed with Bedford stone contains three studios, two control rooms, and the station offices. WMUU operates by authority of the Federal Communications Commission as a daytime station on a frequency of 1260 kilocycles with a power of one thousand watts.

The aim of WMUU is to present a well balanced program of music, news, and religion broadcasts with educational, dramatic, and public service features rounding out the schedule. That the station fills a significant place in the Greenville listening area is evidenced by the enthusiastic mail response with listeners commenting particularly on the advantage of having good music available at all times. Some of the programs for which there has been enthusiastic response are "Dr. Bob Jones Says," the Founder's program; "Powerhouse," a daily prayer program; and "The Chapel Hour," which is broadcast daily from the Rodeheaver Auditorium by remote control. An additional ministry of WMUU is the distribution of two transcribed programs—"Miracles" and "Hymn History"—to thirty stations in the United States and four stations abroad.

UNUSUAL FILMS

In its newest enterprise, UNUSUAL FILMS, Bob Jones University has one of the most effective mediums today of spreading the Gospel through-

out the world. UNUSUAL FILMS was organized in 1950 to produce Christian and educational films that are technically outstanding and spiritually uplifting. This modern, excellently equipped motion picture studio centers in a gigantic sound stage complete with professional cranes and multidirectional dollies, cameras, microphone perambulators, catwalks, lights and lighting accessories. Conveniently located near the sound stage are elaborately appointed studios for make-up and hair styling, wardrobe, film editing and cutting, sound recording, re-recording and scoring, set and costume design, scene drafting and construction, and film distribution facilities.

Within two years after its beginning, UNUSUAL FILMS had established an enviable record of five major film productions (in addition to a number of news and television shorts) distributed by rental and long term-lease from the UNUSUAL FILMS office to all parts of the world. Three Gospel film sermons, "Light of the World" and "You Can't Win" by Bob Jones, Sr., and "Pound of Flesh" by Dr. Bob Jones, Jr.; a full-length, color production of "Macbeth," with a Gospel introduction, by Dr. Bob Jones, Jr.; and a full-color musical film, "Vesper Melodies," which was named the outstanding Christian musical film in 1952, were the initial efforts of UNUSUAL FILMS to express their goal of producing exceptionally fine Christian films, and of giving in narrative and dramatic forms a major emphasis to the Christian principles upon which Bob Jones University was founded and by which it operates. University students in the music and speech departments have not only found in the media of film an outlet for their talents in Christian service, but hundreds of the university ministerial students and others have found through the showing of these films an excellent means for the winning of thousands of souls to Christ.

UNUSUAL FILMS serves as a laboratory for the department of Cinema students who wish to receive professional training in all phases of Christian and educational motion picture production or television. No secular university has such a well equipped department of film production and no other Christian school offers its students the privilege of participating in such a ministry or securing such training. The purpose of UNUSUAL FILMS, to win men and women to Jesus Christ, is epitomized in the motto which hangs on the sound stage wall: I Corinthians 9:22, "I am made all things to all men, that I might by all means save some."

PHOTOGRAPHIC STUDIOS

The Bob Jones University Photographic Studios with modern laboratories and equipment comparable to any in the entire south under the operation and management of UNUSUAL FILMS, not only offers the students and faculty its economic services of quality portraits, commercial photography, flash pictures, Ektachrome transparencies, and wedding pictures, but also maintains a staff large enough to produce all of the publicity, advertising and annual photography for the University. Students who are seriously interested in the fields of still photography will find in these facilities excellent opportunity for training.

ACADEMIC PROCEDURES AND REGULATIONS

THE ACADEMIC YEAR

The Bob Jones University academic year is divided into two semesters of 18 weeks each. The school year ordinarily begins the second Wednesday in September, thus making the opening date vary from September 8 to September 14, and closes the first Wednesday in June, thus making the closing date vary from June 1 to June 7. The semester hour is the unit of credit.

SUMMER SESSION

Bob Jones University offers a five-week (six days per week) session each summer, primarily for the benefit of students already enrolled. The summer session opens the first Monday after the close of the regular session. Since classes meet every weekday for longer recitation periods, the student is able to earn a maximum of 6 semester hours in the summer session. These 6 hours must be taken in at least two courses. Members of the regular faculty will serve during the summer session. The schedule of courses with complete information for the summer session is available in the University summer school bulletin approximately two months before the opening of the session. Those interested in attending the summer session should write the Director of Admissions.

Fees for the summer session are listed under "Summer School Expenses."

MINISTERIAL SUMMER EXTENSION PROGRAM

The purpose of the University summer extension program is to provide the field laboratory work required of every ministerial student who expects to re-enroll in Bob Jones University for the following fall session. The University offers the field laboratory courses, Pr. 201, 301, and 401 for undergraduate students, and Pr. 501, 502, 503, 504, 601, 602, and 701 for graduate students. These courses are described in detail under the Division of Practical Studies.

For the satisfactory completion of one of these, a ministerial student receives 3 semester hours. It is normally intended that a student will take Pr. 201 at the end of his freshman year, Pr. 301 at the end of his sophomore year, and Pr. 401 at the end of his junior year, etc., with a maximum of 9 semester hours being allowed on the undergraduate level. Since the extension program is required of every ministerial student every summer until he is graduated or until he leaves the University, an undergraduate student who accumulates the maximum of 9 semester hours must take the course thereafter without credit. A student who is required to take the course without credit is not charged any fee. For ministerial students who attend the University residence summer session, certain modifications in the requirements of the field work will be made for the weeks for which they are enrolled in the summer session. The tuition for these courses is listed under "Summer School Expenses."

REGISTRATION AND ADVISORY SYSTEM

Two to three days are set aside at the beginning of each semester for registration. During this time each student is supplied with complete information regarding the class schedule and his own previous academic record. After a group meeting with students of his own classification, the student is directed to a faculty adviser who assists him in making out his program of study. Through a system of checks and balances, every student is assured of an accurate registration. During the school year a student may consult his faculty adviser, his dean, or any member of the registrar's office staff at any time concerning his course of study and his future academic plans. Two semesters prior to graduation every degree candidate is furnished with a check sheet showing his exact standing in relation to graduation requirements.

STUDENT LOAD

A normal full-time student load is 15-16 hours a semester. The minimum full-time load is 12 hours and the maximum load is 18 hours. A student who makes the Deans' Lists any semester (a B average which requires a minimum quality point average of 2.0) may register for a maximum load of 18 hours the following semester. No student is allowed to register for more than 18 hours unless he achieves an A average (which requires a quality point average of 3.0), in which case he may register and receive credit for 20 hours in any one semester. Students who have work/loan scholarships or part-time employment outside the University may be required either to reduce their program of studies or to relinquish their scholarships or other part-time employment if they fail to preserve a satisfactory scholastic average or fail to do their other work satisfactorily.

Although Bob Jones University requires 130 semester hours for graduation, a student who carries a normal full-time load with satisfactory grades will be able to complete graduation requirements in eight regular semesters or the equivalent when modified by attending summer school. A freshman is permitted 16 credit hours each semester exclusive of physical education and orientation which also give one credit each semester but which by nature of the courses do not count on the load. A sophomore is allowed 16 credit hours exclusive of physical education which yields 1 credit each semester but does not count on his load. Hence a freshman who is not deficient and who passes all his work may accumulate 36 credits and a sophomore in like position may accumulate 34 additional hours. A student, therefore, proceeding in this manner would graduate with 134 semester hours earned in eight regular semesters, not taking into account any Fine Arts Activity credit which a student may receive at the rate of 1 hour each semester until a maximum of 8 have been earned for accumulating the required points gained from participation in University music and speech productions; and further not taking into account the 9 hours of maximum summer credit which a ministerial student will receive in three summers of the required summer extension course. Students who are not able to absorb their deficiency losses or those losses occasioned

by carrying less than the 15-16 hour load either by accumulating these extra credits or by taking additional hours allowed on the basis of a B or higher scholastic average will find it necessary to attend one or more summer sessions in order to complete graduation requirements in eight regular semesters. The University does not permit a student to exceed his allowable load limit as described above simply because he needs certain hours to complete graduation requirements. All loads are controlled strictly by the student's academic average. By restricting a student's load according to the foregoing regulations, the University aims to enable the student to improve the quality of his work rather than to accumulate credits above the 130 required for graduation.

CLASSIFICATION OF STUDENTS

Academic classification is granted to all University students according to the following standards:

Freshman: Admission to the University with freshman standing. (Includes one-year business students.)

Sophomore: At least 28 semester hours of credit and 28 quality points; all entrance deficiencies removed.

Junior: At least 62 semester hours of credit and 62 quality points.

Senior: At least 96 semester hours of credit and 96 quality points, and reasonable prospect of completing the requirements for graduation in two additional semesters of work.

Special (undergraduate): A student who applied and was admitted as a special student according to the procedures described under "Admission as a Special Student"; or a student who was originally admitted as a regular student but who has had his classification changed to Special through the registrar's office. Ordinarily, only persons of mature age and experience are admitted as special students. In all cases, no student has the academic classification of a special student unless he has been so classified by the registrar's office.

Part-Time: A student carrying fewer than 12 load hours, the minimum full-time load. Since all students living on the campus are full-time students (even though under extenuating circumstances a dormitory student may be allowed to carry fewer than 12 hours), only day students may qualify for part-time classification. Because part-time students pay according to a different expense schedule, every part-time student should be careful to consult the expense schedule given for such students under "Financial Information."

Graduate: Possession of a baccalaureate degree from an approved college or university and admission to a program of study leading to an advanced degree.

Postgraduate Special: Possession of a baccalaureate degree from an approved college or university but admitted as a special student not taking a program of study leading to an advanced degree.

GRADING SYSTEM

The following grading system is used by all Schools of the University on both the undergraduate and graduate levels.

A	Superior or Excellent
B	Above Average or Good
C	Average
D	Passing
F	Failure
I	Incomplete
X	Absent from official mid-semester or semester examination in course.
W	Withdrawn from the University
WP	Withdrew from course passing
WF	Withdrew from course failing
NR	Not reported (in courses where only a semester grade is given, NR is officially given at the mid-semester grading period; NR on a final semester report indicates no grade reported by instructor)
P	Passed

No official grade percentages are assigned by the University. The policy of the University is that regardless of the system used by the individual teacher, A is to represent student performance of superior quality; B, distinctly above average; etc.

Students who make an I or X are required to make up or complete the work during the following half-semester for those in residence, and the following full school year for those who do not re-enroll. Students who remove an I or X will receive whatever grade the instructor feels they deserve. A fee of \$1.00 is charged for each special examination.

On the graduate level, no grade below C is acceptable for graduate credit and the student must maintain an average of B in all graduate programs except that for the Bachelor of Divinity degree.

QUALITY POINTS

Quality points will be conferred as follows, in all Schools of the University:

A	3 quality points per semester hour earned
B	2 quality points per semester hour earned
C	1 quality point per semester hour earned
D	0 quality points per semester hour earned

- F —1 quality point per semester hour carried
 P 1 quality point per semester hour earned

Students who enter with advanced standing are required to earn as many quality points as semester hours while they are in residence at Bob Jones University. Quality points for work completed at other institutions will be granted on the basis of 1 quality point for each hour accepted by transfer.

Since an average of "C," that is, an equal number of quality points and hours, is the minimum requirement for University graduation, no student may consider himself a candidate for a degree if his record fails to meet this minimum standard. Such students are classified as special students.

SEMESTER HOURS AND QUALITY POINTS

At least 130 semester hours and 130 quality points must be earned for the B.A. or B.S. degree. Two-thirds of the work taken during the junior and senior years must be taken in courses numbered in the 300's and 400's.

GRADUATION WITH HONORS

In keeping with the University policy of conferring quality points, a candidate for the Bachelor of Arts or Bachelor of Science degree will be graduated with honors as follows:

cum laude for a grade point average 2.50-2.74

magna cum laude for a grade point 2.75-2.90

summa cum laude for a grade point average 2.91-3.00

The grade point average is based on the student's entire college program; and in computing the average, work taken elsewhere which has been accepted in transfer is considered at the same grade value as in the school where it was earned, even though the record of the transfer student will show only as many quality points as hours transferred.

SCHOLARSHIP COMMITTEE

The Scholarship Committee, composed of the five academic deans, the Academy principal, and the registrar of the University, who serves as chairman of the Committee, is the custodian of the academic affairs of the University. It is the work of this committee to review periodically the academic regulations of the University and to make such revisions from time to time as are deemed necessary. The Committee considers any special requests of any academic nature which represent any deviation from the established academic regulations. All cases of conditional enrollment and those of students on probation and students whose academic records are unsatisfactory are reviewed by the Committee. At the discretion of the Committee, a student, whose academic progress is unsatisfactory will be dropped for poor scholarship.

On the graduate level, the Scholarship Committee evaluates the records of those graduate students who seek admission to candidacy for advanced degrees and admits to candidacy such students as meet the required standards.

All honors and awards of an academic nature must be approved by this committee.

NUMBERING OF COURSES

Courses numbered from 100 to 199 are given primarily for freshmen.

Courses numbered from 200 to 299 are given primarily for sophomores.

Courses numbered from 300 to 399 are given primarily for juniors.

Courses numbered from 400 to 499 are given primarily for seniors.

Courses numbered 500 to 599 are given for graduate students only, primarily for M.A. and B.D. candidates.

Courses numbered 600 and above are given for advanced graduate students, primarily for Ph.D. candidates.

COURSE CREDITS

After the description of each course is indicated which semester it is normally offered and the amount of credit in semester hours which it carries. On the class schedule and on the student's permanent record when it is necessary to distinguish between the semesters of courses which extend through both semesters, the first semester of the course will be indicated by the letter A immediately following the course number, and the second semester by the letter B immediately following the course number. The student will follow this distinction when registering for his course on his class schedule card.

Credit is given in terms of semester hours, a semester hour being defined as 18 hours of class work or a minimum of 36 hours of laboratory work. Therefore, a class which meets for class work 3 hours a week for a semester will ordinarily give 3 semester hours credit. A class which meets for class work 3 hours a week and for laboratory work a minimum of 2 hours a week will give 4 semester hours credit.

COURSE ENROLLMENTS

No course will be offered in any of the undergraduate schools unless there is an enrollment for it of at least 5 persons. No course will be offered in any of the graduate schools unless there is an enrollment for it of at least 3 persons, with the exception of the special individual research and private study which is offered to qualified students as explained elsewhere in this catalogue.

COURSE OFFERINGS

The curricula of the catalogue and the class schedule are made up primarily with the degree student in mind. Any student, therefore, who expects to attend the University for only one or two years should be careful to ascertain through correspondence with the University whether or not special courses he may wish will be given during the time he is in residence. The University can assume no responsibility to offer certain courses for students who plan to come only one or two semesters. Although the schedule of courses as presented in this catalogue is meant to be as nearly as possible an accurate account of the courses to be offered, the University reserves the right to make any necessary changes at any time in the courses to be offered, amount of credit to be given, or any other details.

CHANGE OF COURSE

No student may drop a course, begin a new course, or make any change in his schedule after registration is completed without the permission of the registrar. After the first week of classes, a student who makes a change in his schedule will be required to pay a fee of \$1.00 for each change made. Any student who fails to record any changes in schedule on his official registration cards may be penalized by taking an F on the course in question, loss of credit on it, or both.

DISTRIBUTION OF COURSES

Forty semester hours is the maximum amount of credit that may be counted in any one field of study toward the 130 hours required for graduation. The fields of study are defined as follows: religion (exclusive of credit accumulated in Pr. 100-400, Pr. 102-402, and Pr. 201-401), art, music, speech, commerce, education, English, Greek, French, German, Italian, Russian, Spanish, mathematics, natural sciences, home economics, and the combined field of history and the social studies. Exceptions to this regulation may be made only on the approval of the scholarship committee.

RESIDENCE

At least one year in residence at the University, including the last semester of the senior year, is required. If a student is in residence only one year, a full load of work must be carried and as many quality points earned as hours taken. For a student who is in residence only two semesters, the year's work will be construed as a minimum of 30 semester hours. For residence purposes as well as for all other academic uses, the summer session is construed as a part of the regular academic year.

STUDENT ATTENDANCE

For the purpose of leaving the city of Greenville, each student is allowed the equivalent of one full week of cuts per semester, if the proper permission has been secured. No cuts may be taken at the following times: (1) during Bible Conference week; (2) within three weeks of Christmas

holidays; (3) within three weeks of Commencement; (4) within three weeks following the beginning of any semester; (5) within three weeks following a student's entrance; (6) during mid-semester examinations; (7) for ministerial students during the evangelistic conference. For each class absence, a student will receive a grade of zero. This may be removed in the case of legitimate absences by the student's making up the work in a way that is satisfactory to his instructors.

A student is required to attend all meals, classes, assemblies, etc., unless he is otherwise excused, and he is required to be on time. The details of the regulations regarding these matters are amplified in the *Student Handbook* which is distributed each year to the students.

STANDARDS OF CONDUCT AND DISCIPLINE

Bob Jones University, as a Christian institution, expects that its students shall not only live lives that are above reproach but that they shall also exemplify Christian unselfishness and kindness in their dealings with faculty and fellow students.

The discipline of Bob Jones University is administered by a committee composed of two members of the student body and two members of the faculty. The rules and regulations may be changed in any year by members of this committee. Discipline is administered on a demerit basis. Seventy-five demerits restricts a student to the campus; and 150 demerits automatically expels a student. No student has ever been expelled without the unanimous decision of the Discipline Committee. During the school years 1950-51 and 1951-52, there were over 1200 students each year who received no demerits whatsoever against their records. The regulations regarding student conduct are detailed in the *Student Handbook*, which is distributed at registration to the students.

EXAMINATIONS

A list of examinations occurring during the academic year which apply to considerable groups of students are listed below with an indication of the groups of whom they are required, the approximate time they are given, and the use made of the results.

1. English placement test, required of all entering freshmen; given at registration; used for placement of entering freshmen in English composition.
2. Psychological examination, required of all new students; given at registration or during first week of classes; used for diagnostic purposes.
3. Diagnostic departmental examinations in mathematics, modern language, commerce, etc.; administered departmentally during first week of classes.
4. Proficiency examinations, described in detail below.
5. Validation examinations, described in detail below.
6. Mid-semester examinations, official University examinations in all departments; administered approximately in the ninth week of each semester; basis of mid-semester marking.
7. Semester examinations, official University examinations in all departments; administered the last five class days of each semester; basis of semester markings.
8. Senior English examination, required of all prospective seniors two semesters prior to graduation; students who make unsatisfactory scores are required to take a remedial course in English; given in September, January, and April.

9. National Teacher Examinations, required of all graduating seniors who qualify for teacher certification in any state; administered in February.
10. Graduate Record Examination, required of all graduating seniors in the University; scores used as basis for recommendation to graduate work; given in December and March.
11. Religion comprehensive examination, required in the last semester of the senior year of all religion majors; given in December and April.
12. M.A. and Ph.D. language examinations, required of candidates for these degrees; given in Greek, Hebrew, French, German, Latin, etc., twice a year, in December and May.
13. M.A. and Ph.D. comprehensive examinations; required of candidates for these degrees; taken in the last semester of residence work; offered in December and May.

PROFICIENCY EXAMINATIONS

In certain courses in such fields as commerce, music, foreign language where the awarding of credits is primarily dependent on the development of certain skills, proficiency examinations may be given to a student who without having had formal instruction in an institution of learning in the subject matter has developed the skill necessary to pass a proficiency examination in a course. The student will be excused from taking any such courses and equivalent credit will be allowed for these courses upon the recommendation of the examiner and approval by the registrar. A fee of \$3.00 will be charged for each semester hour earned by proficiency examination. A student who fails a proficiency examination pays the regular special examination fee of \$1.00.

A student may not try a proficiency examination in a course if he has received regular course credit in a higher level course for which the course in which he wishes to be examined is a normal prerequisite. For example, a student who takes and passes Sophomore Music Theory may not after he has taken the course take an examination covering Freshman Music Theory. All such proficiencies must be taken and passed prior to the registration for the higher level course. All proficiency examinations should normally be taken during the first half-semester a student is enrolled in the University.

A student who wishes to try a proficiency examination should consult with the registrar.

VALIDATION EXAMINATIONS

Students desiring advanced standing on the basis of academic work which the University is unable to accept without examination may validate such work by examinations after their arrival at the University. A fee of \$1.00 is charged for each validation examination. Commercial courses completed in a business school not a part of a regular university or college must be validated by examination before transfer credit may be given. This procedure also applies to academic work taken in Bible schools which do not have an approved college department. All validation examinations must be completed by the end of the first half-semester after a student enrolls in the University.

GENERAL REQUIREMENTS FOR DEGREES

SUMMARY OF DEGREES AND CONCENTRATIONS

The University, in its various undergraduate schools, offers the Bachelor of Arts and Bachelor of Science degrees. The Bachelor of Arts degree is offered by the College of Arts and Science, the School of Fine Arts, and the School of Religion. The Bachelor of Science degree is offered by the College of Arts and Science, School of Fine Arts, the School of Commerce, and the School of Education.

Most students earning either of these degrees will choose two fields of concentration, one of which will be in one of the Schools of the University and the other in the College of Arts and Science. Exceptions to this will be

1. students who concentrate in home economics who will have both concentrations in the College of Arts and Science.
2. students who earn the Bachelor of Arts degree in humanities without a major.
3. students who earn the Bachelor of Arts degree with an academic major, who will take both their major and minor in the College of Arts and Science.
4. students earning the Bachelor of Arts in Practical Christian Training who earn a variety of courses in several departments of the University but for whose degree no major or minor is distinguished.

With the exceptions just noted, students earning the Bachelor of Arts degree will take a major of at least 30 semester hours in one of the Schools of the University and a minor concentration of at least 24 semester hours in the College of Arts and Science, except in the case of language where the amount of credit for a minor varies; and students earning the Bachelor of Science degree will take a major concentration of at least 36 semester hours in one of the Schools of the University and a minor concentration of at least 18 semester hours in the College of Arts and Science, except in the case of language where the amount of credit for a minor varies.

Requirements of the different departments are listed under the departments of instruction elsewhere in the catalogue. A course completed with a grade of D cannot be counted toward a major or a minor in any department.

GRADUATE RECORD EXAMINATION

The Graduate Record Examination is required of every graduating senior. No student will be recommended for advanced work unless he presents satisfactory scores on the Examination. Those students for whom no Advanced Test is available in their major field are required to take the Advanced Test in their minor field of concentration.

REQUIRED COURSES FOR THE BACHELOR OF ARTS DEGREE

Following courses are required of all candidates for the Bachelor of Arts degree except those earning the Bachelor of Arts in the humanities and

those earning the Bachelor of Arts degree in Practical Christian Training. Because no major is distinguished for these degrees, the complete curriculum for each is stated elsewhere in this bulletin. The course of study for the former is described in detail in the introductory section to the College of Arts and Science and that for the latter is similarly described in the introduction to the School of Religion:

Orientation	2 semester hours
English 100	6 semester hours
English 203, 204	6 semester hours
Foreign Language	6 to 22 semester hours

(The student is required to complete a full year's course on the 300 level. If he enters with a deficiency in language, he will not receive credit for his first year of language study, but his non-credit year's study will remove his entrance deficiency in language. If he continues a language of which he has taken two years in high school, he will take 12 semester hours; if he continues a language of which he has taken four years in high school, he will take 6 semester hours. If he chooses to take a language different from that which he took in high school, even though he fulfilled the entrance requirements, he will still be required to complete the 300 level course. In this case he may receive credit for all 18-22 semester hours. Ministerial students are required to take three years of Greek, with the exception that those who present 2 units of a foreign language in their entrance credits may substitute, if they wish, Hebrew for Greek during their third year of language study. The student should consult the section on language under admission requirements.)

History 100	6 semester hours
Mathematics or Science	6 semester hours

(That is, 6 hours of either; 3 hours of each will not be acceptable. Neither will one semester of a year length course and one semester of another year length course be acceptable in meeting this requirement. For example, a student may not take one semester of Sc. 100—Biological Science Survey and one semester of Sc. 101—Physical Science Survey to meet this requirement. The student must complete 6 hours in one year length course, or he may take any two one semester courses that are separate units in themselves, such as, Botany, Zoology, and Astronomy.)

Physical Education 100, 200	4 semester hours
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(Students who are excused by medical certificate are required to earn the 4 hours in Physical Education 101 and 201.)

Psychology or Philosophy	6 semester hours
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(That is, 6 hours of either, 3 hours of each will not be acceptable in meeting this requirement.)

English Bible 100, 200	4 semester hours
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(A course in the School of Religion must be elected each semester by all students. Exceptions may be made only in the case of students who have completed a concentration in one of the fields of this School.)

Speech 100	6 semester hours
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OTHER REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE

During the last semester of his senior year, and at least forty days before the date of graduation a candidate for the Bachelor of Arts degree with a

major in one of the departments of the School of Religion is required to take a written comprehensive examination covering his major field.

A candidate for the Bachelor of Arts degree with a concentration in one of the departments of the School of Fine Arts is required to give a public recital, exhibition, or to complete an approved special project at an assigned time during his senior year.

REQUIRED COURSES FOR THE BACHELOR OF SCIENCE DEGREE

The following courses are required of all candidates for the Bachelor of Science degree in any School of the University:

Orientation	2 semester hours
English 100	6 semester hours
English 203, 204	6 semester hours
Foreign Language	

(If the student enters with a deficiency in language he is required to complete a full year's course on the elementary level for non-credit. If he is not deficient in language he is not required to take a language in college.)

History 100 or 200	6 semester hours
Social Studies	6 semester hours
Mathematics or Science	6 semester hours

(That is, 6 hours of either; 3 hours of each will not be acceptable. Neither will one semester of a year length course and one semester of another year length course be acceptable in meeting this requirement. For example, a student may not take one semester of Sc. 100—Biological Science Survey and one semester of Sc. 101—Physical Science Survey to meet this requirement. The student must complete 6 hours in one year length course, or he may take any two one semester courses that are separate units in themselves, such as Botany, Zoology, and Astronomy.)

Physical Education 100, 200	4 semester hours
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(Students who are excused by medical certificate are required to earn the 4 hours in Physical Education 101 and 201.)

Psychology	6 semester hours
English Bible 100, 200	4 semester hours

(A course in the School of Religion must be elected each semester by all students. Exceptions may be made only in the case of students who have completed a concentration in one of the fields of this School.)

Speech 100	6 semester hours
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NOTE: Students expecting to be certified to teach or those planning to enroll in the School of Education should consult the various requirements listed under the School of Education.

GRADUATE DEGREES

The University offers the graduate degrees of Master of Arts, Master of Fine Arts, Bachelor of Divinity, and Doctor of Philosophy. The Master of Arts degree is offered by the School of Religion and the School of Fine Arts. The Master of Fine Arts degree is offered by the School of Fine Arts. The Bachelor of Divinity and the Doctor of Philosophy degrees are offered by the School of Religion.

Requirements for these degrees will be found below under the section of the catalogue devoted to the School of Religion and the School of Fine Arts.

MISCELLANY

GRADUATE WORK

A number of graduates of the University go each year to graduate schools for further work leading to the Master's and Doctor's degrees. A student who plans to do this graduate work should have in mind by the end of the sophomore year the field in which he plans to pursue his graduate studies, and if possible, he should have selected the institution in which he plans to study. This will enable him to plan his work during his last two years of undergraduate study in accordance with the requirements of the graduate school he plans to enter. A student will not be recommended for graduate work unless he makes an average of B in his undergraduate work and achieves satisfactory scores on the Graduate Record Examination.

PROFESSIONAL SCHOOLS

A student who plans to enter a medical school, law school, theological seminary, or some other professional school should consult the requirements of the particular professional school he has selected in planning his preparatory work in Bob Jones University. A student who is interested primarily in engineering, medicine, or other technological subjects is not advised to remain in Bob Jones University beyond the sophomore year.

SUMMER SCHOOL WORK ELSEWHERE

Every summer a number of students attend residence summer schools elsewhere or take correspondence courses for credit to be transferred to the University. Any student who plans to take summer school work elsewhere with the aim to count this work toward degree requirements in Bob Jones University must have the permission of the registrar before enrolling in such courses. When this work is completed the student should request a transcript to be mailed immediately to the University. Students who fail to observe the regulations of the University concerning work completed elsewhere may forfeit credit for this work. No grades of D are accepted in summer transfer credit. Twelve semester hours

constitute the maximum amount of credit which a student may receive for work completed during the summer in the University and/or elsewhere, except in the case where a student attends an accelerated summer session in another institution which allows its regular students to accumulate more than 12 hours of credit. In these instances, a student may be allowed to transfer a maximum of 15 semester hours upon approval of the registrar.

College of Arts and Science

LEWIS A. WARWICK, M.A., Dean

GENERAL STATEMENT

DIVISIONS AND DEPARTMENTS

The departments of the College of Arts and Science are organized into three divisions, according to the following plan:

I. DIVISION OF LANGUAGE AND LITERATURE

DEPARTMENT OF ENGLISH
DEPARTMENT OF ANCIENT LANGUAGES
DEPARTMENT OF MODERN LANGUAGES

II. DIVISION OF PURE AND APPLIED SCIENCE

DEPARTMENT OF MATHEMATICS
DEPARTMENT OF NATURAL SCIENCES
DEPARTMENT OF HOME ECONOMICS
DEPARTMENT OF PHYSICAL EDUCATION

III. DIVISION OF SOCIAL SCIENCES

DEPARTMENT OF HISTORY
DEPARTMENT OF SOCIAL STUDIES
DEPARTMENT OF PHILOSOPHY
DEPARTMENT OF PSYCHOLOGY

DEGREES OFFERED

The College of Arts and Science offers to undergraduate students the following degrees:

The *Bachelor of Arts* degree in the humanities without a major.

The *Bachelor of Arts* degree with a major in English, French, German, Spanish, history, or mathematics.

The *Bachelor of Science* degree with a major in biology or chemistry.

The *Bachelor of Science* degree with a major in home economics.

REQUIREMENTS FOR DEGREES

THE BACHELOR OF ARTS DEGREE IN THE HUMANITIES

The following courses are required of all candidates for the Bachelor of Arts degree in the humanities:

Orientation	2 semester hours
English	18 semester hours
(Including En. 100, En. 203 and 204 and 6 hours of electives.)	

Foreign Language18-22 semester hours

(The student is required to complete a minimum of 18 semester credit hours on the university level with a minimum of 6 hours in 300 or 400 courses. This requirement applies to every student who chooses this curriculum. Ministerial students taking this degree must complete their language requirement in Greek, with the exception that those who present 2 units of foreign language in their entrance credits may substitute, if they wish, Hebrew for Greek for their final 6 hours of language credit.)

History12 semester hours

(Including Hi. 100; the other 6 hours may be in either history or social studies at the student's option.)

Mathematics 6 semester hours

Science 6 semester hours

Physical Education 100, 200 4 semester hours

(Students who are excused by medical certificate are required to earn the 4 hours in Physical Education 101 and 201.)

Psychology 6 semester hours

Philosophy 6 semester hours

Bible12 semester hours

(Including Bi. 100 and 200. A course in the School of Religion must be elected each semester by all students. Exceptions may be made only in the case of students who have completed a concentration in one of the fields of this School.)

Fine Arts18 semester hours

(Including Sp. 100.)

Electives18-22 semester hours

(The student must present sufficient additional electives to total the 130 semester hours required for this degree. A student who exactly meets the requirements prescribed above and who is able to meet the language requirement of 6 hours in 300 and 400 courses by presenting the minimum of 18 semester credit hours in language will have exactly 22 semester hours of electives. Any credits presented above the minimum requirements specified above are considered electives.)

THE BACHELOR OF ARTS DEGREE WITH AN ACADEMIC MAJOR

The College of Arts and Science offers the Bachelor of Arts degree with academic majors in English, French, German, Spanish, history and mathematics. A student earning one of these majors is also required to complete a minor in the College of Arts and Science and to meet the general requirements for the Bachelor of Arts degree listed in the introductory section of this bulletin. The major and minor requirements for this degree are listed under the departments concerned.

THE BACHELOR OF SCIENCE DEGREE WITH A MAJOR IN BIOLOGY AND CHEMISTRY

The College of Arts and Science offers the Bachelor of Science degree with majors in Biology and Chemistry. A student earning one of these majors is also required to complete a minor in the College of Arts and Science and to meet the general requirements for the Bachelor of Science

degree listed in the introductory section of this bulletin. The major and minor requirements for this degree are listed under the departments concerned.

THE BACHELOR OF SCIENCE DEGREE WITH A MAJOR IN HOME ECONOMICS

The College of Arts and Science offers the Bachelor of Science degree with a major in home economics. A student earning this major is also required to complete a minor in the College of Arts and Science and to meet the general requirements for the Bachelor of Science degree listed in the introductory section of this bulletin. The major and minor requirements for this degree are listed under the the departments concerned.

REQUIREMENTS FOR MINORS

Because of the special emphasis of Bob Jones University, most of its students earn their degrees in the School of Religion, the School of Fine Arts, the School of Education, and the School of Commerce. Every student who qualifies for any baccalaureate degree (except the Bachelor of Arts in the Humanities and the Bachelor of Arts in Practical Christian Training) must earn a minor in the College of Arts and Science in the Department of English, Modern Languages, Mathematics, Natural Sciences, or History. The requirements for these minors will be found under the departments concerned.

GENERAL COURSE

ORIENTATION

A series of lectures and discussions designed to promote successful adjustment to college life. Required of freshmen. Both semesters, one hour each semester.

DIVISION OF LANGUAGE AND LITERATURE

THEODORE C. MERCER, M.A., Litt.D., Chairman

The Division of Language and Literature of the College of Arts and Science includes the departments of English, Ancient Languages, and Modern Languages.

BACHELOR OF ARTS DEGREE

The Bachelor of Arts degree may be earned in this division with a major concentration in English, French, German, or Spanish. Each student earning this degree is also required to meet the general requirements for his degree and to complete a minor in some other department of the College of Arts and Science.

MINORS

Students earning the Bachelor of Arts degree or the Bachelor of Science degree may minor in the Division of Language and Literature in the Department of English or Modern Languages.

FOREIGN LANGUAGE

Guidance: A student who takes any foreign language should plan his program of study according to his previous language preparation and his aptitude for foreign language study. A student who is required to take sub-freshman English should not usually begin a foreign language course until he has acquired a reasonable background in English grammar. A student who has difficulty in foreign language study should reduce his total load proportionately to allow sufficient time for adequate preparation. Guidance in foreign language study is available to the student through aptitude and proficiency examinations in the various language fields.

All students who register for language courses should be familiar with the information on foreign language given under "Requirements for Admission."

Language credit by proficiency: A foreign student whose native language is not English may meet his general foreign language requirement in English if he chooses to do so. A foreign student whose language study exceeds four units of high school credit in a language offered by the University may be able to earn a limited amount of credit through proficiency examination. Normally such credit may be awarded if the student satisfies the proficiency standards of the department concerned during the first eight weeks of residence in the University. Under no circumstances will credit be allowed after the student has registered and received credit for a course in the language in which he is seeking proficiency credit.

DIVISIONAL COURSE

LL. 400—*Origin of English Words*

The purpose of this course is to treat the Latin and Greek elements in the English language in detail, using an analytical approach to this vast field of knowledge, and making it of practical use for the student of Latin, Greek, and English. May be applied toward a concentration in English.

One semester, three hours. Prerequisite, En. 100.

DEPARTMENT OF ENGLISH

MRS. AFMAN, MR. DYER, MISS ENGLISH, MISS GENRE, MISS GRAY,
DR. MERCER, MRS. MERCER, MISS MOORE, MR. MUMME, MRS. MUMME,
MISS D. SMITH, MISS E. SMITH, MISS TUTTON, MRS. WAHL, MISS WINDHAM

BACHELOR OF ARTS REQUIREMENTS

General. All students earning the Bachelor of Arts degree with a major or minor concentration in the field of English are required to take En. 100, 203, 204, 408 and 410. Further requirements for concentration are as follows:

English major. For a major in English the student must choose 15 additional hours with at least one course from each of the four areas of emphasis: Poetry, En. 303, 308, 401, 402, 407, and 409; Prose, En. 304, 306, 403, 404, and 409; Drama, En. 301, 302, and 405; and Writing, En. 305, 400, and 406. Students who choose English as their major field of study will be required at the end of their senior year to demonstrate to the satisfaction of the English faculty their proficiency in correctness, effectiveness, and mechanics of expression, the elementary principles of literary criticism, and the fundamentals of English prosody and literary genres.

English minor. For a minor in English, students earning the Bachelor of Arts degree must choose 9 additional hours from any three areas.

BACHELOR OF SCIENCE REQUIREMENTS

Students earning the Bachelor of Science degree in order to fulfill their requirements for a minor in the field of English are required to take En. 100, 203, 204, and 6 additional hours from at least two areas listed above.

SENIOR ENGLISH

All students, regardless of their fields of concentration, will be given an English examination at the end of their junior year. Those not making a satisfactory score will be required to take Senior English the first semester of their senior year.

COURSES OFFERED

En. 99—*Sub-Freshman English*

An elementary course required of freshmen in their first semester of study whose scores on the freshman English placement test indicate that they do not have a sufficient background to take English 100 successfully. The course is designed to prepare such students for En. 100 by the end of one semester of study.

Either semester, no credit.

En. 100—Composition

A course in grammar and the mechanics of writing, with constant practice in writing and revision. The principles of composition are treated, with practice in effective presentation of material. Readings in literature.

Both semesters, three hours each semester. Prerequisite, satisfactory score on the English placement test.

En. 200—English Literature

A survey of English literature from the Old English period to the present.

Both semesters, three hours each semester. Prerequisite, En. 100.

En. 203—English Masterpieces

A course designed for the general student to acquaint him with the chief works of English literature.

Either semester, three hours. Prerequisite, En. 100.

En. 204—American Masterpieces

A course designed for the general student to acquaint him with the chief works of American literature.

Either semester, three hours. Prerequisite, En. 100.

En. 300—American Literature

A survey of American literature from the founding of the colonies to the present day.

Both semesters, three hours each semester. Prerequisite, En. 100.

En. 301—Comparative Drama to 1890

A survey of the drama from ancient times to 1890; dramas in languages other than English are studied in translation.

First semester, three hours. Prerequisite, En. 203 and 204.

En. 302—Shakespeare

A study of selected comedies, histories, and tragedies of Shakespeare.

Either semester, three hours. Prerequisite, En. 203 and 204.

En. 303—Modern Poetry

A critical study of modern British and American poetry from Whitman to the present.

One semester, three hours. Prerequisite, En. 203 and 204.

En. 304—English Prose

A historical study of English prose by types from *Morte D'Arthur* to 1800.

One semester, three hours. Prerequisite, En. 203 and 204.

En. 305—Principles of Journalism

A practical introduction to the study of journalism with laboratory study of journalistic writing techniques.

One semester, three hours. Prerequisite, En. 203 and 204.

En. 306—American Fiction

A study of the development of American fiction with emphasis on the nineteenth century novel and the rise of realism. Emphasis will be given to Cooper, Poe, Hawthorne, Melville, Twain, Howells, James and the early naturalists.

One semester, three hours. Prerequisite, En. 203 and 204.

En. 308—Milton

A study of the poetical works of John Milton, with primary emphasis given to *Paradise Lost*, and with selected prose readings; special attention given to the life and personality of the author and to the literary and historical backgrounds of the period.

One semester, three hours. Prerequisite, En. 203 and 204.

En. 400—Advanced Composition and Grammar

Practice in correct and effective writing of various types of composition.

One semester, three hours. Prerequisite, En. 203 and 204.

En. 401—The English Romantic Poets

A study of the poetry of Wordsworth, Coleridge, Scott, Byron, Shelley, and Keats.

One semester, three hours. Prerequisite, En. 203 and 204.

En. 402—The Victorian Poets

A study of the major and minor poets of the Victorian period, with special attention to Tennyson, Browning, Arnold, Rossetti, Morris, and Swinburne.

One semester, three hours. Prerequisite, En. 203 and 204.

En. 403—The English Novel

A historical study of the English novel from its beginnings to the present, including structural studies of eight or ten novels selected from among the following authors: Richardson, Fielding, Smollett, Austen, Eliot, Scott, Dickens, Thackeray, Trollope, Hardy and Galsworthy.

One semester, three hours. Prerequisite, En. 203 and 204.

En. 404—The Short Story

A study of the short story from ancient times to the present, with attention to development and structure.

One semester, three hours. Prerequisite, En. 203 and 204.

En. 405—Modern Drama

A critical and historical study of Continental, British, and American drama since 1890.

Second semester, three hours. Prerequisite, En. 203 and 204.

En. 406—Creative Writing

A beginning course in creative writing.

One semester, three hours. Prerequisite, En. 203 and 204.

En. 407—Chaucer

A study of Chaucer as a literary artist with emphasis on *The Canterbury Tales*, *Troilus and Criseyde*, and other selected writings.

One semester, three hours. Prerequisite, En. 203 and 204.

En. 408—Literary Methods

An introductory course in literary criticism. Includes the study of techniques of criticism as applied to poetry, including English prosody; a critical study of the short story and novel and the analysis of ideas of non-fiction prose genres. Individual pieces will be studied. The purpose of the course is to orient the student in the critical study of literature. Required of English majors and all B.A. minors.

Either semester, three hours. Prerequisite, En. 203 and 204.

En. 409—Eighteenth Century Literature

A study of the Neo-Classical prose and poetry of the age of Pope, the age of Johnson, and the beginnings of Romanticism in these periods. Special attention will be given to the rise of the novel as a generic form.

One semester, three hours. Prerequisite, En. 203 and 204.

En. 410—English Seminar

Required of all students concentrating in the field of English. Not applicable toward a concentration in English.

Both semesters, one hour each semester.

En. 499—Senior English

A remedial course required of all seniors who do not make a satisfactory score on the Senior English Examination. The course is adapted to the needs of each class as revealed by the test scores. Not applicable toward a concentration in English.

One semester, one hour.

DEPARTMENT OF ANCIENT LANGUAGES

DR. BROKENSHIRE, DR. BRUNER, MR. DAVIS,
MR. KEEFER, DR. KRUSCH, DR. NEAL, MR. PALMER,
MR. SMITH, MR. SPAULDING, MR. STRUTHERS

GENERAL INFORMATION

Purpose. No major or minor is offered in the Department of Ancient Languages. The courses in this department are offered

1. for any student who wishes to fulfill his general language requirement in this department.
2. for ministerial students, all of whom are required to complete 6 hours in the upper level (300 and 400) courses in this department.

Ministerial requirement. A ministerial student who does not present at least two units of one foreign language for entrance credit must take AL. 100, AL. 200, and six hours of upper division Greek in any of the following courses: AL. 300, 301, 401, 402, or 403. A ministerial student who is deficient in foreign language entrance units will take AL. 100 without credit to remove his deficiency. Those who present two units of one foreign language for entrance may take 6 hours in the courses listed above or may substitute AL. 310, Beginning Hebrew, for the upper division Greek course. If a student is not deficient in his entrance language requirements he receives credit for all language work completed satisfactorily on the university level.

Level of difficulty. The Greek courses numbered on the 100 and 200 levels are basic courses designed to equip the student for further study in the field and may not be taken simultaneously with any other Greek courses. Students who have not had adequate preparation in English grammar should defer starting Greek until this weakness has been remedied. The Courses numbered in the 300's and 400's do not necessarily represent a difference in degree of difficulty and therefore need not be taken in any certain order. A student who registers to take two upper division Greek courses simultaneously must have a previous average in Greek of "C."

NEW TESTAMENT GREEK

AL. 100—*Elementary Greek*

A complete mastery of Greek forms, syntax, pronunciation and accent. Second semester is continuation with additional drill in sentence structure, simple translations, constant reviews, mastery of declensions, the regular verbs, contract verbs, and "mi" verbs.

Both semesters, five hours each semester. No prerequisite.

AL. 200—*Intermediate Greek*

Intensive, constant review of the fundamental processes in Greek syntax, analyses, daily drills, and translations based on portions of the Gospel of Matthew or the Gospel of Mark. Second semester is continuation of first with emphasis on irregular verbs, uses of participles and infinitives.

Both semesters, three hours each semester. Prerequisite, AL. 100.

AL. 300—*First Corinthians*

Translation and exegesis of First Corinthians together with studies in syntax and review of accidence and vocabulary. An exegetical paper is required. Either semester, three hours. Prerequisite, AL. 200.

AL. 301—*Revelation*

Translation and exegesis of the Revelation together with studies in syntax and review of accidence and vocabulary. An exegetical paper is required. Either semester, three hours. Prerequisite, AL. 200.

AL. 400—*Topical Exegesis*

An elective course for undergraduates who desire an additional course in reading and exegesis. Selected passages throughout the Greek New Testament will be used for the basis of exegetical study and discussion. Both semesters, three hours each semester. (This course may not be taken in lieu of AL. 300, 301, 401, 402, or 403 for the 6 hours required on the upper level; and under no circumstances may it be taken for graduate credit.)

AL. 401—*Advanced Greek Grammar and Exegesis*

A study of Robertson and Davis' *New Short Grammar*. First semester: principles of declension and conjugation. Constant oral and written recitation, with emphasis on correct pronunciation, accent, and form. Written translation of Second Corinthians 1-7. Second semester: syntax. The student is trained in the science of grammatical analysis, in which all true interpretation of Scripture must be grounded. Translation of 2 Cor. 8-13. (Prerequisite for all Greek courses on the graduate level.)

Both semesters, three hours each semester. Prerequisite, AL. 200.

AL. 402—*Romans*

Exegesis of the Epistle to the Romans together with study of syntax, and individual word studies.

First semester or summer, three hours. Prerequisite, AL. 200.

AL. 403—*Galatians and the Pastoral Epistles*

Grammatical exegesis of Galatians, First and Second Timothy, and Titus. Constant drill on forms, syntax, vocabulary, and etymology.

Second semester or summer, three hours. Prerequisite, AL. 200.

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All Greek courses offered for graduate credit are listed in the Department of New Testament of the Graduate Division of Bible of the School of Religion as are Syriac and other languages which may be taken on the graduate level.

OLD TESTAMENT HEBREW

AL. 310—*Beginners' Hebrew Grammar*

Forms and syntax, pronunciation, vocabulary, written exercises.

Both semesters, three hours each semester. No Prerequisite. Numbered OT. 500 on graduate level.

AL. 410—*Second Year Hebrew*

Readings in Genesis and other books; syntax.

Both semesters, three hours each semester. Prerequisite, AL. 310. Numbered OT. 600 on graduate level.

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These and additional Hebrew courses as well as Aramaic, Arabic, and Ugaritic, are listed on the graduate level under the Department of Old Testament of the School of Religion.

DEPARTMENT OF MODERN LANGUAGES

MR. ARIEGE, DR. BROKENSIRE, MR. BUNDY, MR. CHASE,
MR. COOK, MRS. DORLAND, MR. ESSELSTROM,
MISS FITCH, MR. NICCOLI, MRS. ROOT

GENERAL INFORMATION

Purpose. The Department of Modern Languages offers courses to the student who wishes

1. to earn a Bachelor of Arts degree with a major in French, German, or Spanish.
2. to earn a minor for the Bachelor of Arts or the Bachelor of Science degree in French, German, Italian, Russian, or Spanish.
3. to fulfill his general language requirement in French, German, Italian, Russian, or Spanish.
4. to take courses in any of these languages plus Chinese and Japanese.

All students choosing French, German, Italian, Russian, or Spanish as their field of concentration are required to take the courses on the 100 and 200 levels, unless they have already taken their equivalent in high school and have attained the required proficiency to do advanced work. The department reserves the right to ask that those who wish to concentrate in the field of Modern Languages pass a proficiency examination.

All students who take a modern language should be careful not to repeat a course for which they have already received credit either on the high school or college level. In all languages, one year of high school study is the equivalent of one semester of university study. Students should plan their language course with this in mind. A strong emphasis is placed on the functional approach to language study and as far as is practicable the classes are conducted in the foreign language.

Students from countries where English is not the spoken language should plan to fulfill the foreign language requirement in a language other than their own native tongue. The foreign language requirement for such students may be met in English.

REQUIREMENTS FOR MAJORS

The requirements for a major in French, German, or Spanish are 18 hours on the 300 and 400 level. Specific course requirements are indicated under the appropriate sub-division below.

REQUIREMENTS FOR MINORS

The requirements for a minor in French, German, Italian, Russian, or Spanish for the B.A. degree are 12 hours on the 300 and 400 level and for the B.S. degree 6 hours on the 300 and 400 level.

FRENCH

For a major in French, the student is required to take ML. 300, 301, 302, 400, and 401 as his program of study.

For a minor in French, the student earning the Bachelor of Arts degree is required to take 12 hours on the upper level including ML. 300, 301, 400, and 401. These courses are designed to cover the entire field of French literature from its beginnings down to modern times and are arranged so as to suit the proficiency expected of the student. For a minor in French, students earning the Bachelor of Science degree are required to complete 6 hours in any courses listed on the 300 level.

ML. 100—Elementary French

Thorough drill in the fundamentals of grammar by means of oral practice and written exercises. Simple conversation based on easy texts. Some composition. Both semesters, five hours each semester. No prerequisite.

ML. 200—Intermediate French

Grammar review, study of current idioms, reading of literature of moderate difficulty, reports from French periodicals and the reading of selected portions of the Bible in French.

Both semesters, three hours each semester. Prerequisite, ML. 100 or a proficiency in French which will allow advanced study.

ML. 300—French Literature, 1850 to 1950

A study of the literature of France during the last half of the 19th century and the first half of the 20th century.

First semester, three hours. Prerequisite, ML. 200 or its equivalent.

ML. 301—French Literature of Seventeenth Century

Seventeenth century French literature with special emphasis on the Classical School of 1660.

Second semester, three hours. Prerequisite, ML. 300.

ML. 302—French Civilization.

A survey of the history, geography, peoples, and customs of France. Special emphasis will be given to conversation and to advanced grammar.

Both semesters, three hours each semester. Prerequisite, ML. 200 or its equivalent.

ML. 400—Middle Ages and Renaissance Literature

The literature of France during the Middle Ages and the Renaissance.

First semester, three hours. Prerequisite, ML. 301.

ML. 401—French Literature, 1700 to 1850

French literature of the 18th and 19th centuries with special study of the Romantic School.

Second semester, three hours. Prerequisite, ML. 400.

ML. 402—Advanced French Grammar and Composition

Intensive grammar study and practice in composition.

Both semesters, three hours each semester. Prerequisite, ML. 302 or its equivalent.

ML. 405—French Seminar

Required of all seniors majoring or minoring in French. Not applicable toward a major or minor in French.

Both semesters, one hour each semester.

GERMAN

ML. 110—Elementary German

Drill in the fundamentals of grammar with much oral practice and written work. Simple conversation based on easy texts. Composition.
Both semesters, three hours each semester. No prerequisite.

ML. 210—Intermediate German

Grammar review, mastery of current idioms, reading of literature of moderate difficulty, including easier passages from the Bible in German.
Both semesters, three hours each semester. Prerequisite, ML. 110 or two years of high school German.

ML. 310—German Romanticism

A study of representative literature, with lectures on the romantic movement. Assigned Bible readings.
First semester, three hours. Prerequisite, ML. 210 or four years of high school German.

ML. 311—German Classics

The major authors in German literature and some of their typical works will be studied, with especial emphasis on the life and writings of Goethe and Schiller.
Both semesters, three hours each semester. Prerequisite, ML. 210 or four years of high school German.

ML. 401—Scientific German

A reading of German texts in the field of physical science, such as chemistry, physics, and biology.
First semester, three hours. No special training in these subjects is necessary to enter the course, but a prerequisite is ML. 210 or a satisfactory proficiency in reading German.

ML. 411—German Conversation

An advanced course designed for easy fluency in spoken German, to be based on history, literature, and practical usage.
Second semester, three hours. Prerequisite, ML. 210 or a proficiency in German which will allow advanced study.

ML. 412—German Newspapers

A reading of modern German newspapers with the purpose of acquiring a thorough knowledge of the vocabulary of Realien and experiences of modern and practical interest. Special attention will be given to the vocabulary of religious literature.
Both semesters, three hours each semester. Prerequisite, a reading knowledge of German satisfactory to the instructor.

ML. 413—Goethe's Faust

A survey of the experiences, convictions, and influence of Goethe, with a study of the text and meaning of his masterpiece *Faust*.
Both semesters, three hours each semester. Prerequisite, proficiency satisfactory to the instructor.

ML. 414—The Life and Works of Schiller

A study of the formative influences in the life of the poet, with a reading and discussion of some of his most important dramas and poems.
One semester, three hours. Prerequisite, ML. 210.

ML. 415—German Seminar

Required of all seniors majoring or minoring in German. Not applicable toward a major or minor in German.
Both semesters, one hour each semester.

ITALIAN

ML. 120—Elementary Italian

Thorough drill in the fundamentals of grammar by means of oral practice and written work. Special attention to accuracy of pronunciation and a mastery of details of inflections, conjugations and vocabulary. Simple conversation based on easy texts.
Both semesters, three hours each semester. No prerequisite.

ML. 220—Intermediate Italian

Grammar review supplemented by the reading of interesting Italian texts. A course designed to aid the student in acquiring fluency in the use of adequate vocabulary, and to become familiar with the geography, literature, and culture of Italy. Several selections from the Bible memorized.
Both semesters, three hours each semester. Prerequisite, ML. 120 or the equivalent.

ML. 320—Advanced Italian

Introduction to the reading of selections from Modern Italian literature with special use of Italian newspapers. Conversational work emphasized.
Both semesters, three hours each semester. Prerequisite, ML. 220 or the equivalent.

ML. 420—Italian Culture and Civilization

A course offering instruction in Italian culture as shown in the art, literature, music, customs, and institutions of Italy from the Renaissance down to modern times.
First semester, three hours. Prerequisite, ML. 320 or equivalent.

ML. 421—Periods of Italian Literature

The study of different periods and men of these periods such as Ariosto, Tasso, and Metastasio of the Classic period and Pascoli, Leopardi, and d'Annunzio in the Romantic and Modern periods.
Second semester, three hours. Prerequisite, ML. 420.

RUSSIAN

ML. 130—Elementary Russian

A careful, progressive study of modern Russian, with special attention to accuracy of pronunciation and a mastery of details of inflections, conjugations, and vocabulary, together with a study of examples of the best usage, and constant practice in reading and the use of the modern Russian script, translations, and elementary conversation.
Both semesters, three hours each semester. No prerequisite.

ML. 230—Intermediate Russian

The study of Russian grammatical structure is continued and supplemented by the reading of interesting Russian texts. Details of inflection, syntax, and idiom are noted. An attempt is made to acquire fluency in the use of a practical and adequate vocabulary and to become familiar with the geography, history, literature, culture, and the religious needs and evangelistic opportunities of modern Russia.
Both semesters, three hours each semester. Prerequisite, ML. 130 or the equivalent.

ML. 330—Advanced Russian

An introduction to the reading of selections from modern Russian literature, with special use of Russian newspapers and much practice in acquiring a copious colloquial vocabulary and in the use of practical conversational phrases in accurate syntactical arrangement.
Both semesters, three hours each semester. Prerequisite, ML. 230 or the equivalent.

ML. 430—Russian Literature

A reading and study of the works of influential Russian authors, with a survey of the history of Russian literature.
First semester, three hours. Prerequisite, ML. 230 or the equivalent.

ML. 431—Russian Conversation

An attempt to acquire a copious, practical Russian vocabulary, especially in the field of evangelical religious work.

Second semester, three hours. Prerequisite, ML. 230 or the equivalent.

SPANISH**ML. 140—Elementary Spanish**

The elements of grammar, careful training in pronunciation, reading of easy prose, and composition.

Both semesters, five hours each semester. No prerequisite.

ML. 240—Intermediate Spanish

Review of grammar, the study of life in Spanish American countries, readings from Spanish American literature, and conversational exercises.

Both semesters, three hours each semester. Prerequisite, ML. 140 or a proficiency in Spanish which will allow advanced study.

ML. 340—Survey of Spanish Literature

A study, from the earliest Spanish ballads, of the types and great literary works down to the modern period.

Both semesters, three hours each semester. Required of all third year Spanish students.

ML. 341—Spanish Conversation

A beginning course in conversation.

Both semesters, two hours each semester. Prerequisite, ML. 240 or its equivalent.

ML. 440—Spanish-American Literature

A survey of the principal literary works of Spanish America.

First semester, three hours.

ML. 441—Modern Spanish Drama

The reading of plays by Casona, Galdós, Martínez, Sierra, García-Lorca, Quintero Brothers, Benavente, or Florencio-Sánchez.

Second semester, three hours.

ML. 442—Advanced Conversation

A course designed for the development of fluency in speaking Spanish.

Both semesters, two hours each semester.

ML. 443—Advanced Grammar and Composition

Intensive grammar study and practice in composition.

First semester, three hours.

ML. 444—Modern Spanish Readings

An advanced course in the reading of modern Spanish literature.

Second semester, three hours.

ML. 445—Spanish Seminar

Required of all seniors majoring or minoring in Spanish. Not applicable toward a major or minor in Spanish.

Both semesters, one hour each semester.

CHINESE**ML. 160—Elementary Chinese**

A careful progressive study of modern Chinese with special attention to accuracy of pronunciation and a mastery of details of inflections, tonal qualities, and vocabulary, together with a study of examples of the best usage, and constant practice in reading, translations, and elementary conversation.

Both semesters, three hours each semester. No prerequisite.

ML. 260—Intermediate Chinese

A rapid review of the elementary work and the reading of Chinese texts.

Both semesters, three hours each semester. Prerequisite, ML. 160.

JAPANESE**ML. 170—Elementary Japanese**

A careful study of Japanese phonetics, orthography, and grammar, accompanied with exercises in reading and writing the language in Kanji, Hiragana, Katakana and Romanji characters. The phonograph will be used to accompany exercises in practical conversation.

Both semesters, three hours each semester. No prerequisite.

ML. 270—Second Year Japanese

A continued study, especially of the most useful Kanji, or Chinese characters, accompanied by exercises in reading, writing, and practical conversation. Some attention will be given to the use of the Bible in Japanese.

Both semesters, three hours each semester. Prerequisite, ML. 170.

DIVISION OF PURE AND APPLIED SCIENCE

MAUDE C. STOUT, Ph.D., Chairman

GENERAL INFORMATION

The Division of Pure and Applied Science of the College of Arts and Science includes the Departments of Mathematics, Natural Sciences, Home Economics, and Physical Education.

THE BACHELOR OF ARTS DEGREE

The Bachelor of Arts degree may be earned in this division with a major concentration in the Department of Mathematics. Each student earning this degree is also required to meet the general requirements for his degree and to complete a minor in some other department of the College of Arts and Science.

THE BACHELOR OF SCIENCE DEGREE

The Bachelor of Science degree may be earned in this division with a major concentration in the Department of Natural Sciences in biology or chemistry and in the Department of Home Economics. Each student earning this degree is required to meet the general requirements for his degree and to complete a minor in some other department of the College of Arts and Science.

MINORS

Students earning the Bachelor of Arts or the Bachelor of Science degree may minor in the Division of Pure and Applied Science in the Departments of Mathematics or Natural Sciences. Specific requirements for these minors will be found under the department concerned.

DEPARTMENT OF MATHEMATICS

MR. HUMRICKHOUSE, MR. SWYTER, MR. WARWICK

BASIC REQUIREMENTS FOR MAJORS AND MINORS

All students choosing mathematics as their major or minor concentration are required to take Ma. 103, 104, 201, 300, and 301. In addition to these courses all students majoring or minoring in mathematics are required to take Ma. 105 if they have not already had a course in Solid Geometry. Students earning the Bachelor of Arts degree are required to take Phys. 200A.

MAJOR REQUIREMENTS

In addition to the requirements listed above, students majoring in mathematics must choose 12 hours in other courses listed under the department. Three of these courses must have Calculus as a prerequisite.

A minor in mathematics for students earning the Bachelor of Science with a major in education or science shall consist of the courses listed

under "Basic Requirements," *i. e.*, completion of Ma. 301. It is strongly recommended that all prospective mathematics teachers take Ma. 404 and that all mathematics minors take Phys. 200.

A minor in mathematics for students earning the Bachelor of Science degree with a major in commerce shall consist of Ma. 107, 104, 201, 300, 301.

COURSES OFFERED

Ma. 100—Sub-Freshman Algebra

A course for students who do not present sufficient mathematics in their entrance credits.

Either semester, three hours per week, one unit entrance credit. No prerequisite.

Ma. 101—Sub-Freshman Plane Geometry

A course for students who do not present sufficient mathematics in their entrance credits.

Either semester, three hours per week, one unit entrance credit. Prerequisite, Ma. 100 or the equivalent.

Ma. 103—College Algebra

Proportions, progressions, theory of equations, probability. For those having had more than one year of high school algebra or who plan to major or minor in mathematics.

Either semester, three hours. Prerequisite, Ma. 100 or the equivalent.

Ma. 104—Plane Trigonometry

Solution of the triangle and the use of logarithms in computation, trigonometric identities and equations.

Either semester, three hours. Prerequisite, Ma. 101 or its equivalent, Ma. 103.

Ma. 105—Solid Geometry

A study of selected topics in solid geometry. For those who have not had solid geometry in high school.

First semester, three hours. Prerequisite, Ma. 101 or its equivalent.

Ma. 106—Basic Mathematics

A course designed to enable the student to use mathematics in its practical applications. Some of the topics covered are arithmetic and methods of computation, simple equations, methods of measurement, and statistics. This course is to be taken only by candidates for the Bachelor of Arts in Practical Christian Training.

Either semester, three hours. No prerequisite.

Ma. 107—Mathematics of Finance

A course designed primarily for the student who is concentrating in the School of Commerce. This course provides an introduction to college algebra, mathematical theory of compound interest, annuities, and life insurance, together with practical applications. Applicable toward the general mathematics requirement for a degree in the University. Not applicable toward a major or minor in mathematics, except for commerce students.

Both semesters, three hours each semester. Prerequisite, Ma. 100.

Ma. 108—General Mathematics

The purpose of this course is to provide the mathematical part of a liberal education. The course will deal with the cultural and practical aspects of mathematics and will cover some of the history, techniques, and applications of both modern and ancient mathematics. This course will satisfy the mathematics requirements for graduation, but should not be taken by prospective mathematics majors or minors.

Both semesters, three hours each semester. Prerequisite, two years of high school mathematics.

Ma. 200—Advanced Plane and Spherical Trigonometry

Advanced topics in plane trigonometry such as DeMoivre's Theorem, inverse functions, etc., and solutions of spherical triangles.

Second semester, two hours. Prerequisite, Ma. 104.

Ma. 201—Analytic Geometry

The study of the straight line, circle, parabola, ellipse, and hyperbola.

Second semester, four hours. Prerequisite, Ma. 104.

Ma. 300—Calculus

Theory of limits, differentiation of algebraic and transcendental functions and applications of differentiation, integration of powers and applications, parametric equations, polar coordinates, and curve tracing.

First semester, four hours. Prerequisite, Ma. 201.

Ma. 301—Calculus

A continuation of Ma. 300 in which the student studies integration formulas and procedures, infinite series, expansion of functions, hyperbolic functions, partial differentiation, and multiple integrals.

Second semester, four hours. Prerequisite, Ma. 300.

Ma. 302—History of Mathematics

The development of mathematics through calculus.

Second semester, three hours. Prerequisite, Ma. 201.

Ma. 400—Statistics

A first course in statistical method dealing with various topics concerning the theoretical and practical uses of statistics.

Second semester, three hours. Prerequisite, Ma. 300.

Ma. 402—Theory of Equations

Complex numbers, theorems on the roots of an equation, the solution of cubic and quartic equations, and Newton's and Horner's method of solving equations of the Nth degree.

First semester, three hours. Prerequisite, Ma. 300.

Ma. 403—Differential Equations

Solving of equations involving derivatives.

Second semester, three hours. Prerequisite, Ma. 301.

Ma. 404—College Geometry

Introduces the student to a wide and extensive body of synthetic geometry. It is devoted primarily to the geometry of the triangle and circle. Should be of special interest to prospective mathematics teachers.

First semester, three hours. Prerequisite, Ma. 301.

Ma. 407—Theoretical and Applied Mechanics

Velocity, acceleration, force, and energy studied from the standpoint of calculus. Identical with Phys. 407.

First semester, three hours. Prerequisites, Ma. 301 and Phys. 200.

Ma. 410—Mathematics Seminar

Required of all seniors majoring or minoring in Mathematics. Not applicable toward a major or a minor in Mathematics.

Both semesters, one hour each semester.

DEPARTMENT OF NATURAL SCIENCES

MR. ENSIGN, MR. HITCHCOCK, MISS E. McKENZIE, DR. STOUT,
MISS TABOR, MR. WAITE

GENERAL STATEMENT

Purpose. Courses in the Department of Natural Sciences are offered

primarily for the general requirements of the baccalaureate degrees and for departmental majors and minors, the requirements for which follow.

Major in biology. For a major in biology, the student is required to earn a total of 36 semester hours in biology courses. In addition, the student is required to complete Chem. 104 and to earn a minor in the Department of English, Modern Languages, Mathematics, or History.

Minor requirements. For a minor in biology or chemistry for either the Bachelor of Arts or the Bachelor of Science degree, a student is required to earn a total of 24 hours of appropriately selected courses in either biology or chemistry. Normally a student is not allowed to take a composite science minor—that is, a mixture of courses in chemistry, biology, and physics. Three groups of students who are allowed exception to this regulation are home economics majors, education majors, and transfer students who have already accumulated a mixture of courses.

GENERAL COURSES

These courses are not applicable toward a major or minor in science but will fulfill the six hour general requirement in science or mathematics.

Sc. 100—Biological Science Survey

A non-laboratory course for students who have had a laboratory science in high school and plan to take only one year of science in college. The more essential and practical phases of botany, zoology, and physiology are covered. Not applicable toward a concentration in science.

Both semesters, three hours each semester. No prerequisite.

Sc. 101—Physical Science Survey

The more essential and practical phases of physics, chemistry, geology, astronomy, meteorology are covered in this course. A non-laboratory course for students who are majoring or minoring in other fields than science.

Both semesters, three hours, each semester. No prerequisite.

Sc. 105—General Astronomy

A descriptive study of the earth and the heavenly bodies, stars, sun, planets, comets, meteors, nebulae, constellations, satellites, and principles of celestial navigation.

Either semester, three hours. No prerequisite.

Sc. 107—General Geology

An introduction to the field of geology. The course is designed to acquaint the student with the general composition, structure, and processes of the earth.

Either semester, three hours. No prerequisite.

BIOLOGY

Biol. 102—Biology: Botany

A study of the principal groups of plants with emphasis upon the chemical and physical processes underlying growth. Three lectures and one laboratory period a week.

First semester, four hours. No prerequisite.

Biol. 103—Biology: Zoology

A study of the principal phyla of animals. Three lectures and one laboratory period a week.

Second semester, four hours. No prerequisite.

Biol. 300—General Anatomy and Physiology

A general course with special attention to the functions of the various organs of the body and the function of hormones, vitamins, enzymes, etc. Designed primarily for students interested in nursing, home economics, and laboratory technology. Two lectures and one laboratory period a week.

Both semesters, three hours each semester. Prerequisite, Biol. 103.

Biol. 400—Comparative Vertebrate Anatomy

A study of the classes of vertebrate animals with emphasis upon comparison of the anatomy of the various organ systems and the dissection of representative specimens. First semester, four hours. Prerequisites, Biol. 102, 103.

Biol. 401—Bacteriology

A beginning course planned primarily for students taking pre-medical, home economics, or nursing courses. Two lectures and one laboratory period a week. Second semester, four hours. Prerequisites, Biol. 102, 103, and 400.

Biol. 402—General Entomology

The anatomy, physiology, life histories, and classifications of insects, with emphasis on economic importance. Second semester, offered in alternating years to seniors, four hours. Prerequisites, Biol. 102, 103, 400, and 401.

Biol. 404—General Embryology

The germ cells and early development of vertebrates, with emphasis on organogeny of the frog, chick, pig, and man. First semester, offered in alternating years to seniors, four hours. Prerequisites, Biol. 102, 103, 300, and 400.

Biol. 405—Genetics

Principles and theories dealing with heredity and variation. Suitable for biology majors. Second semester, four hours. Prerequisites, Biol. 102, 103, 300, and 400.

Biol. 410—Biology Seminar

Required of all seniors minoring or majoring in biology. Not applicable toward a major or minor in biology. Both semesters, one hour each semester.

CHEMISTRY

Major in Chemistry. For a major in chemistry, the student is required to earn a total of 36 semester hours in chemistry which must include Chemistry Seminar, Chem. 410, and Special Problems in Chemistry, Chem. 403, taken in the senior year. In addition, Phys. 200 and Ma. 201 are required as cognate courses. A chemistry major is also required to complete a minor in the Department of English, Modern Languages, Mathematics, or History.

Chem. 104—General Chemistry

An introduction to the field of chemistry on the college level. A course for the general student; no previous knowledge of chemistry is required. A brief introduction to organic chemistry is included. Three lectures and two two-hour laboratory periods a week.

Both semesters, four hours each semester. Prerequisite Ma. 100 or the equivalent.

Chem. 106—Household Chemistry

Similar to Phys. 104 but less mathematical and with particular emphasis on the application of chemical principles to the home. Planned primarily for students concentrating in home economics. Three lectures and one two-hour laboratory period each week.

Both semesters, four hours each semester. Prerequisite Ma. 100 or the equivalent.

Chem. 201—Qualitative Chemical Analysis

The identification of elements, radicals, and pure substances in compounds and mixtures. Limited to the inorganic field with particular emphasis on the ionization theory in analytical processes. Planned primarily for the student who desires to concentrate in science, and for premedical students and those concentrating in home economics. Two lectures and two three-hour laboratory periods a week. First semester, four hours. Prerequisite, Chem. 104 or the equivalent.

Chem. 202—Quantitative Analysis

A quantitative determination of rocks, chemical compounds and minerals by both volumetric and gravimetric methods. Two lectures and two three-hour laboratory periods a week.

Second semester, four hours. Prerequisite, Chem. 201.

Chem. 301—Organic Chemistry

A beginning course in organic chemistry. A study of both the aliphatic and aromatic organic compounds. Three lectures and one four-hour laboratory period each week.

Both semesters, four hours each semester. Prerequisite, Chem. 104.

Chem. 302—Instrumental Analysis

Study of the theory and use of a number of the modern physico-chemical measuring instruments both optical and electrical. Two lectures and one four-hour laboratory period a week.

Second semester, two hours. Prerequisites, Phys. 200, Chem. 202.

Chem. 402—Physical Chemistry

The fundamentals of physical chemistry including studies in the following: atomic and molecular structure; radioactivity; properties of gases, liquids and solids; thermochemistry; surface phenomena and colloids; homogenous and heterogeneous equilibria; theories of electrolytes; electrochemistry. A knowledge of calculus is desirable but not absolutely necessary. Three lectures and one four-hour laboratory period each week.

Both semesters, four hours each semester. Prerequisites, Ma. 201, Phys. 200, Chem. 202.

Chem. 403—Special Problems in Chemistry.

A course introducing the senior chemistry student to the principles of chemical investigation. The course will include thorough study, both library and laboratory, of a problem to be chosen by consultation with the chemistry staff. A comprehensive paper giving the results of the investigation will be due two weeks before graduation. Laboratory and consultation time to be arranged.

Second semester, two hours. Open to seniors only.

Chem. 404—Organic Preparations

Primarily a laboratory course in organic synthesis. Includes, among others, the following syntheses and "named" reactions: the acetoacetic ester synthesis, aldol condensation, Friedel-Crafts synthesis, Gabriel synthesis, Grignard reactions, malonic ester synthesis, Williamson synthesis, Wurtz and Wurtz-Fittig synthesis. One lecture and six laboratory hours each week.

First semester, two hours. Prerequisite, Chem. 301.

Chem. 410—Chemistry Seminar

Required of all seniors minoring or majoring in chemistry. Not applicable toward a major or minor in chemistry.

Both semesters, one hour each semester.

PHYSICS

Neither a major nor minor is offered in physics. The courses in physics are offered for

1. students taking a composite science minor.

2. Bachelor of Arts candidates who are majoring or minoring in mathematics.
3. Bachelor of Science candidates who are majoring in chemistry.
4. any student who may wish to take courses in physics as free electives.

Phys. 200—General Physics

Includes study of mechanics, force, motion, heat, electricity, magnetism, wave motion, musical sounds, light, color, optical instruments, nuclear physics, atomic structure. Lectures, demonstrations, and a two-hour laboratory period per week. Both semesters, five hours per semester. Prerequisites, Ma. 103, 104, or the equivalent.

Phys. 303—Fundamentals of Electricity

Principles and applications of electricity, both direct and alternating current. First semester, four hours. Prerequisites, Ma. 103, 104, and Phys. 200.

Phys. 304—Electronics and Atomic Structure

Theories and applications. Second semester, four hours. Prerequisites, Ma. 103, 104, Phys. 200.

Phys. 407—Theoretical and Applied Mechanics

Velocity, acceleration, force, and energy studied from the calculus standpoint. First semester, three hours. Prerequisites, Ma. 301, Phys. 200.

DEPARTMENT OF HOME ECONOMICS

MISS GOODE, MRS. JONES, MISS McKENZIE

GENERAL STATEMENT

Purpose. The courses of this department are designed to offer women students a major in Home Economics; and to those not wishing to major in the department, the courses are offered as free electives. No minor is offered in the Department of Home Economics.

Major requirements. The requirements for a major in the Department of Home Economics are 36 hours, including HE. 100, 101, 102, 200, 201, 202, 204, 300, and 400. The remaining 6 hours may be chosen from other courses listed under the department.

Other requirements. Other courses required of students majoring in home economics are HE. 403, Biol. 102, 103, Chem. 106 and two of the following—SS. 201, SS. 202, SS. 204—to meet the general requirement in social studies; and Ps. 200 and Ps. 300 to meet the general requirement in psychology.

Minor requirements. Majors in home economics usually minor in science because 16 semester hours in science courses are required of all home economics majors. It is not required, however, that these students minor in science. Those who choose to do so must earn 8 additional hours inasmuch as 24 are required for a minor in science. Ordinarily a student minoring in science is required to concentrate in biology or chemistry. A home economics major, however, may earn a composite science minor consisting of the 16 required hours in science plus 8 other hours in biology or chemistry.

COURSES OFFERED

HE. 100—Clothing Selection

Selection and buying of clothing, application of principles of design, economic problems in meeting clothing needs, study of fibers, yarns, weaves, finishes, and design as applied to the selection of clothing and household fabrics. First semester, three hours. No prerequisite.

HE. 101—Clothing Construction

The first semester of this course includes the application of the principles of color and design to the individual study and use of materials, patterns, and the fundamental principles of selection and construction of wash garments. The second semester includes drafting, construction of wool and rayon garments and clothing problems. Both semesters, three hours each semester. Prerequisite, or parallel, HE. 100.

HE. 102—Home Nursing

Techniques employed in caring for the sick at home. Care of the sick room, symptoms, diet, simple treatment, emergencies. Relation of the home care of the sick to community welfare. Second semester, three hours. No prerequisite.

HE. 103—Homemaking

A survey course designed especially for students of the department of elementary education. It includes work in nutrition, gardening, food conservation, housing, clothing and consumer education. Not applicable toward a concentration in home economics.

First semester, three hours. No prerequisite.

HE. 200—Food Preparation

A study of the composition and selection of food products, food legislation, and the preparation and serving of meals in the home. Laboratory fee, \$10.00. First semester, three hours. Prerequisite or parallel, Chem. 106.

HE. 201—Meal Planning and Table Service

Meal preparation; table service for all occasions; marketing, food cost. Laboratory fee, \$10.00. Second semester, three hours. Prerequisite, HE. 200.

HE. 202—Nutrition

A specialized course designed especially for home economics majors. The study of the essential factors of an adequate diet, and the relation of food selection to health; practice in dietary planning. First semester, three hours. Prerequisite, Chem. 106.

HE. 203—Home Entertaining

This course deals with the art of being a hostess, and the planning, preparation, and service of meals suitable for entertaining, including both formal and informal service. Laboratory fee, \$5.00. First semester, two hours. No prerequisite.

HE. 204—Home Furnishings

Study of the period interiors and architectural design, application of art principles to room decoration, individual planning of a moderate cost home. Second semester, three hours. No prerequisite.

HE. 205—Crafts

An introduction to craftwork, its materials and methods. Application of design principles in leather work, weaving, puppetry, block-printing, papier-mache and metal work. Development of skill in the handling of tools and materials. Supply fee, \$5.00. Identical with Ar. 206.

First semester, two hours. No prerequisite.

HE. 300—Child Care and Development

Development and training of the child through the activities of family life. Study and observation of training procedures in the children's laboratory. First semester, three hours. No prerequisite.

HE. 301—Family Relationships

A discussion of the behavior of young children and factors which operate in their guidance and development. Social and emotional development, language, and habit formation are especially emphasized. A discussion of the patterns of the family life and family management problems arising today in such group relationships. Second semester, three hours. No prerequisite.

HE. 302—Consumer Problems

Factors important to the homemaker including the standardization of merchandise, grading, branding and labeling, specifications, advertising, and specific household commodity information. Second semester, two hours. No prerequisite.

HE. 303—Tailoring

Problems of construction involving the tailoring of suits and coats. Second semester, three hours. Prerequisite, HE. 101.

HE. 400—Home Management

Budgeting and household account keeping, management of time, hospitality in the home. Residence of six weeks in the home economics house is required. Seminar work. First semester, six hours. Prerequisite, concentration in the department of home economics.

HE. 401—The Teaching of Home Economics

This course is a combination of (1) materials, methods, procedures, and related topics concerning the teaching of home economics in the high school and (2) methods of teaching homemaking classes for adults which includes a study of the promotion and organization of classes, teaching techniques, and materials for adult education in the vocational home economics program. Not applicable toward a concentration in home economics. Either semester, two hours. Prerequisite, concentration in the department of home economics.

HE. 402—Housing Problems

Factors influencing the solution of the problem of providing housing for the family. Special attention to low-cost housing, cost, financing the home, planning the home, and home maintenance. First semester, three hours. No prerequisite.

HE. 403—Home Economics Seminar

Required of all seniors majoring in home economics. Not applicable toward a major in home economics. Both semesters, one hour each semester.

DEPARTMENT OF PHYSICAL EDUCATION

MR. BENNETT, MR. BROWN, MR. ELMER, MISS MILLER,
MISS MOUDY, MR. TILLMAN, MR. ZAPATA

GENERAL STATEMENT

Purpose. Neither a major or a minor is offered in the department of Physical Education. Courses in this department are offered

1. for all University students to whom the general requirement in physical education applies (4 hours in PE. 100 and 200 or PE. 101 and 201 or a combination from these courses).

2. for education students who need PE. 202 or 204 in fulfillment of general certification requirements.
3. for education students who desire to qualify in certain states for a certificate to teach physical education.
4. for students who may wish to take courses in the department as free electives.

Instruction is given in tumbling, gymnastics, health, relays and a variety of sports—both individual and team—some of which are soccer, speedball, volleyball, basketball, softball, track, archery, ping-pong, horse-shoes and tennis.

A program of intramural sports is provided for both men and women students. Competition is offered in many sports. By providing a sequence of athletic games, the intramural division, aside from the regular class work, maintains the finest form of diversion and wholesome recreation throughout the school year. Effort is made to reach every student in the university with the objective of creating a liking for a sport that will carry over from his college days into his later life. The grouping of teams makes possible a friendly form of rivalry which possesses many inherent social values as well as contributing to school spirit.

Exemption from physical education. Physical education is required of all full-time students with the following exemptions:

1. juniors and seniors who have already earned four hours of physical education, or who qualify for exemption by reason of age or by reason of classification as a married student or as a day student.
2. those over 25 years of age.
3. veterans (who receive four hours of physical education credit for their basic training).
4. married students.
5. day students.
6. those excused by a physician (If a student would ordinarily be required to take physical education activity, but cannot for reason of health, he is required to file a medical certificate stating that he is unable to take the activity course and is required to earn four semester hours of physical education in the courses PE. 101 and 201, which are theory courses).

COURSES OFFERED**PE. 100—Freshman Physical Education**

Required of all freshmen except those excused as outlined above. This course includes the fundamentals of the various team and individual sports. Both semesters, one hour each semester. No prerequisite.

PE. 101—Hygiene

A classroom course in the fundamentals of personal and community hygiene. Required of students who are excused from PE. 100 by medical certificate. Both semesters, one hour each semester. No prerequisite.

PE. 200—Sophomore Physical Education

Required of all sophomores except those excused as outlined above. The student is given a choice of activities for concentration.

Both semesters, one hour each semester. Prerequisite PE. 100.

PE. 201—First Aid

A practical course in the essentials of first aid following the course outlined by the Red Cross. Required of students who are excused from PE. 200 by medical certificate.

Both semesters, one hour each semester. No prerequisite.

PE. 202—Personal and Community Health

A course dealing with elementary human physiology and the detection and control of communicable diseases. Planned to give the student an understanding of the principles and problems of personal, school, and community health as they apply to every-day living. Identical with Ed. 202.

Either semester, three hours. No prerequisite.

PE. 204—Physical Education for Elementary Teachers

This course is planned especially for students of the department of elementary education. It includes a study of methods and materials used in teaching small and large group games, rhythmic activities (fundamental, imitative, dramatic and folk games), stunts and tumbling, elementary team games, and conditioning exercises. Identical with EE. 200.

Either semester, two hours. (May not be substituted for PE. 100 or 200.) Prerequisite, some basic course in educational principles or psychology.

PE. 205*—History, Principles, and Philosophy of Physical Education

A basic course including the historical background, underlying principles, aims, and objectives of health and physical education designed to help students relate this field to the entire field of education.

First semester, three hours. (Offered on demand.) No prerequisite.

PE. 206*—Organization and Administration of Physical Education

A course dealing with problems related to the setting up and conducting of the program, including curriculum building, planning and use of facilities.

Second semester, three hours. (Offered on demand.) Prerequisite PE. 205.

PE. 302*—Team Sports

A course for secondary teachers dealing with the fundamental skills and team play in the following sports: soccer, speedball, football, basketball, volley ball, softball, and baseball.

First semester, two hours. (Offered on demand.) No prerequisite.

PE. 303*—Individual Sports

A course for secondary teachers dealing with the fundamental skills of tennis, badminton, archery, ping-pong, and horseshoes.

Second semester, two hours. (Offered on demand.) No prerequisite.

PE. 400*—Gymnastics

Techniques and skills in tumbling, stunts, pyramid building, and gymnastic apparatus.

First semester, two hours. (Offered on demand.) No prerequisite.

PE. 401*—Community Recreation

A course designed to aid in the planning of playground programs and leisure time activities.

Second semester, two hours. (Offered on demand.) No prerequisite.

*PE. 205-401 are offered on recommendation by the department according to demand. It is not expected that more than two or three of these courses will be offered in any one year.

DIVISION OF SOCIAL SCIENCES

LEILA R. CUSTARD, Ph.D., Chairman

The Division of Social Sciences of the College of Arts and Science includes the Departments of History, Social Studies, Philosophy, and Psychology.

BACHELOR OF ARTS DEGREE

The Bachelor of Arts degree may be earned in this Division with a major in the Department of History. The requirements for this major are outlined below under the Department of History. Each student earning the Bachelor of Arts degree with a major in history is also required to meet the general requirements for his degree outlined under "Required Courses for the Bachelor of Arts degree" in the introductory section of this bulletin and is also required to take a minor in the Department of English, Modern Languages, Mathematics, or Natural Sciences.

MINORS

A minor may be earned in this Division for a Bachelor of Arts or a Bachelor of Science degree in the Department of History. The requirements for these minors are given under the Department of History. Students choosing history as their minor field of study earn their major in some other department of the University.

Under certain circumstances a student may be allowed to minor in the Department of Social Studies. These circumstances are described under the Department of Social Studies.

RELATED COURSE

For the related course, "Teaching the Social Sciences in the Secondary School," see the Department of Secondary Education under the School of Education.

DEPARTMENT OF HISTORY

DR. CUSTARD, DR. EDWARDS, MR. ERICKSON, MR. HARRIS,
MR. MURK, MR. NUTTING, MR. PANOSIAN, MR. PLATTE

Basic requirements for majors and minors. All students choosing history as their field of concentration are required to take Hi. 100, 200, each giving 6 semester hours credit, and Hi. 490 which gives 2 semester hours credit. Further requirements are as follows:

Additional major requirements. For a major in history the student must choose 18 additional hours from other courses listed under the Department of History.

Additional minor requirements. For a minor for students earning the Bachelor of Arts degree, 12 additional hours must be chosen. For a minor for students earning the Bachelor of Science degree, 6 additional hours must be chosen.

COURSES OFFERED

Hi. 100—History of Civilization

A general introduction to the history of man on earth from the advent of written records to the present. Required of all college freshmen. Both semesters, three hours each semester.

Hi. 200—United States History

A general introduction to the history of our nation from 1492 to the present. Required for a major or minor in history. Both semesters, three hours each semester. No prerequisite.

Hi. 300—The Ancient Near East and Greece

A survey of the rise of civilizations in the Mesopotamian, Nile, and Aegean areas, the development of Hellenic and Hellenistic cultures and their contributions to later ages. One semester, three hours. Prerequisite, Hi. 100.

Hi. 301—Rome

The rise and development of Roman civilization is traced from simple city state beginnings to imperial dominance. Emphasis is placed upon the rise of Christianity and the alternate declines of the Roman Republic and Empire. One semester, three hours. Prerequisite, Hi. 100.

Hi. 310—The Middle Ages

A study of medieval Europe emphasizing the period from the rise of Christianity as a power in the state to about 1300. One semester, three hours. Prerequisite, Hi. 100.

Hi. 311—The Renaissance

A detailed study of the significant changes in European thought ushering in the modern era including historical background, the study of humanism and humanists, of art and artists. Emphasis will be placed upon the movement in Italy from Dante to Michelangelo. Some attention will also be given to the Christian Renaissance in the north. One semester, three hours. Prerequisite, Hi. 100.

Hi. 320—Europe in the 17th and 18th Centuries

A detailed study from 1660 to 1815, Louis XIV to the Congress of Vienna. Emphasis will be placed upon the French Revolution and the Napoleonic Era. One semester, three hours. Prerequisite, Hi. 100.

Hi. 321—Europe in the 19th Century

A detailed study of the history of Europe from the fall of Napoleon to the outbreak of World War I. Modern nationalism, militarism, and imperialism, and their influence upon international affairs and upon the forms of international relationships are emphasized. One semester, three hours. Prerequisite, Hi. 100.

Hi. 322—Recent and Contemporary Europe

This course begins with a thorough study of the background of World War I. It continues with a critical appraisal of the peace settlement of Versailles and of subsequent attempts to maintain peace and strengthen political and economic cooperation. The developments leading to World War II, the war itself, and the post war problems are finally studied. A review of world events is conducted each week. One semester, three hours. Prerequisite, Hi. 100.

Hi. 330—The Colonial Era in America

Covering the years from 1607 to 1783, this course examines the political, economic, religious, social, and cultural life of the colonies and inquires into the causes and effects of the American Revolution. One semester, three hours. Prerequisites, Hi. 100, 200.

Hi. 331—The Westward Movement in America

From the earliest frontier, the extension westward is traced, inquiring at the same time into the significance of these movements for American life and history. One semester, three hours. Prerequisites, Hi. 100, 200.

Hi. 332—Recent and Contemporary America

Beginning with the growth of the United States to the stature of a world power, this course follows the increasing involvement of this country in global affairs and the general political and cultural trends of the 20th century. One semester, three hours. Prerequisites, Hi. 100, 200.

Hi. 400—The Reformation

A survey of the precursors and events leading to and producing the German reformation. Emphasis will be placed upon the development and contributions of Martin Luther. Time will also be devoted to the Reformation in other countries and the Roman Catholic reaction. One semester, three hours. Prerequisite, Hi. 100.

Hi. 410—History of England

English history surveyed from the earliest times to the present. Both semesters, three hours each semester. Prerequisite, Hi. 100.

Hi. 420—History of Russia

A general introduction to this area of study from the beginnings of the settlement of Russian territory to contemporary times. Emphasis will be placed upon the period of Communistic domination since the revolution. One semester, three hours. Prerequisite, Hi. 100.

Hi. 430—History of the Far East

A general introduction to the history of India, China, and Japan and surrounding countries to contemporary times. One semester, three hours. Prerequisite, Hi. 100.

Hi. 440—History of Latin America

A study of Spanish and Portuguese exploration and colonization in America, the Wars of Liberation, the struggle of the colonies for independence, and the history of some of the more important Latin American republics to the present time. Both semesters, three hours each semester. Prerequisites, Hi. 100, 200.

Hi. 450—American Constitutional History

This course traces the English and colonial background of constitutional government, the steps in the framing, adoption, and ratification of the constitution and the ways in which it has been adapted to the needs of a changing society. One semester, three hours. Prerequisites, Hi. 100, 200.

Hi. 451—History of the South

A study of the role of the South in the history of the United States with emphasis upon the cultural, social economic, and political aspects. Attention also is given to the impact of industrialization upon the South. Summer session, three hours. Prerequisite, Hi. 200.

Hi. 490—History Seminar

Required of all seniors majoring or minoring in history. Not applicable toward a major or minor in history. Both semesters, one hour each semester.

DEPARTMENT OF SOCIAL STUDIES

MR. BEDFORD, DR. CUSTARD, MR. MURK, MR. PEARSON

PURPOSE

No major is offered in the Department of Social Studies and no minor is

offered with the exceptions noted below. The courses in this department are offered for

1. the social studies general requirement for the various degrees offered by the University.
2. students securing teachers' certificates who need certain social studies courses for their general education requirement.
3. students who wish to present sufficient credits for a teaching field in this area.
4. ministerial students who are required certain social studies credit in fulfillment of the recommended pre-seminary studies of the American Association of Theological Schools.
5. the general student who may wish to take social studies courses as free electives.

A MINOR IN SOCIAL STUDIES

Normally, no minor is offered in the Division of Social Sciences except in the Department of History. In certain cases, however, a composite minor is allowed in the Department of Social Studies. These exceptions are made for transfer students who have already accumulated considerable credit in a variety of social studies courses and for students in teacher education whose required course of study makes a composite social studies minor advisable. The requirements for a minor in such cases are determined by the registrar; and no student may choose such a minor in lieu of the regular minors except by permission of the registrar.

COURSES OFFERED

SS. 200—*Fundamentals of Geography*

An introduction to the science of geography with an emphasis on those phases of the natural environment which are basic in a further study in the field. Second semester, three hours. No prerequisite.

SS. 201—*Introduction to Sociology*

A study of the structure, development, and functioning of human groups; the relation of culture to group activities and personality development; the nature of social interaction and the principle social processes; the analysis of some of the major social institutions; social change and the problems resulting from it. Either semester, three hours. No prerequisite.

SS. 202—*Social Problems*

A scientific study of the disintegrating forces within contemporary society; careful analysis of the various aspects of disorganization; the nature, types, and extent of some major social problems such as crime, juvenile delinquency, vice, suicide, and divorce. Programs of social action in these fields. Second semester, three hours. Prerequisite, SS. 201.

SS. 203—*Human and Political Geography*

A basic survey course of mankind, how he lives and where he lives in relation to his geographic environment, including surface features, climate, soils, minerals, weather; and their effects on the development of cities, states, and nations. Second semester, three hours. No prerequisite.

SS. 204—*Principles of Economics*

A basic introduction to the science of economics. A study of the factors of pro-

duction, types of business in our modern economy, forces determining price, money and banking, interregional trade, exchange and investment, labor unions and business cycles. An interpretation of some of the major economic systems prevalent in the world today.

Both semesters, three hours each semester. No prerequisite.

SS. 300—*American Government*

An inquiry into the fundamental principles of American government and a study of the organization and functioning of American political life on the national level and also as it finds expression in State and local governments.

Both semesters, three hours each semester. No prerequisite.

SS. 301—*Economic Geography*

A basic study in man-land relations, including a re-evaluation of man to the physical features of the land; the determinants of culture; a workable connection with the resources of the land; and the global aspects of the industrial society. Study is made of some of the important phases of modern industrial development. First semester, three hours. No prerequisite.

SS. 303—*Economic Analysis*

An advanced course in analyzing some of the major problems in our present economic system. A study is made of some of the possible solutions to these problems. An emphasis is placed upon interpretation of public policies. The course provides a basic understanding necessary to comprehend the complex functioning of our economy.

Both semesters, three hours each semester. Prerequisite, SS. 204.

SS. 304—*The American Family*

A brief history and background of the American family pattern is followed by a study of the contemporary family, including its structure, functions, values, and processes of change. Emphasis is placed upon the personal adjustment necessary in the family group.

First semester, three hours. No prerequisite.

SS. 305—*Introduction to Anthropology*

A survey course dealing with human origins and varieties, significance of racial and linguistic differences, basic social groupings, and nature and development of religion and culture.

One semester, three hours. No prerequisite.

DEPARTMENT OF PHILOSOPHY

MR. BRAMAN, DR. BROKENSHIRE, DR. BRUNER,
DR. PARRIS, MR. WITTE

PURPOSE

Neither a major nor a minor is offered in the Department of Philosophy. Courses are offered in this department for

1. ministerial students, all of whom are required to present a minimum of 6 hours in philosophy as part of their general requirements.
2. the non-ministerial student who earns the Bachelor of Arts degree and wishes to fulfill the general requirement of philosophy or psychology in philosophy.
3. the student taking the humanities degree who is required to take 6 hours of philosophy.

4. the general student who wishes to take courses in the department as free electives.

COURSES OFFERED

Ph. 300—Introduction to Philosophy

The student is prepared for a further study of philosophy by becoming acquainted with some of the most important philosophical problems and the solutions offered by different schools of thought.

First semester, three hours. No prerequisite.

Ph. 301—Logic

The elements of logic, deductive and inductive methods, the nature of reasoning, conditions of proof, introduction to the laws of thought, and the processes of the scientific method.

Second semester, three hours. No prerequisite.

Ph. 400—Ancient and Medieval Philosophy

Attention will be given to the beginning of philosophic thought and the manner in which early systems of philosophy arose. The outstanding philosophers of ancient and medieval times will be studied along with the problems and types of philosophy. The students will be led to an understanding of the great systems of thought by linking these to the lives of the great philosophic thinkers and to the times in which they lived.

First semester, three hours. No prerequisite.

Ph. 401—Modern Philosophy

The outstanding philosophers of the modern period will be studied. A study will be made of the beginning of experimental science and its influence on the philosophies of the period. Attention will be given to the relation of philosophy to science, religion, and theology. Present-day philosophy and thought will be considered.

Second semester, three hours. No prerequisite.

Ph. 402—Christian Ethics

A study of Christian ethics as distinguished from and related to dogmatics and philosophical ethics. Study of ethical theories, problems, and the basis and formulation of a Christian ethic. The application of the principles of such an ethic to the problems of everyday individual and social life. Biblical ethics and ministerial ethics. May be taken by seniors only when the permission of the instructor is secured.

Two semesters, three hours each semester. No prerequisite.

Additional courses in philosophy are offered on the graduate level in the Department of Philosophy of Religion of the School of Religion.

DEPARTMENT OF PSYCHOLOGY

MR. CILIBERTO, MR. FREMONT, MR. PEARSON, MR. SCHOEN

PURPOSE

Neither a major nor a minor is offered in the Department of Psychology. The courses in this department are offered for

1. all Bachelor of Science candidates who are required to take 6 hours of psychology as part of their general requirements.
2. all Bachelor of Arts candidates for the humanities degree who are required to take 6 hours of psychology.

3. all ministerial students who are required to take a minimum of 3 hours of psychology.
4. all non-ministerial Bachelor of Arts candidates who may wish to meet their general requirement of philosophy or psychology in psychology.
5. students qualifying for teachers' certificates who are required to take certain courses in psychology.
6. any student who may wish to take courses in psychology as free electives.

COURSES OFFERED

Ps. 200—General Psychology

A course to acquaint the student with the fundamental conditions and facts of conscious behavior, including the physiological basis of behavior, native traits, emotions, feelings, sensations, learning, habit formation, memory, and perception.

Either semester, three hours. No prerequisite.

Ps. 201—Educational Psychology

An elementary study of psychology as applied to education, to include the items of original tendencies, laws of learning, amount, rate, limit, conditions, spread and permanence of improvement, mental work and fatigue, individual differences.

Either semester, three hours. No prerequisite.

Ps. 300—Psychology of Childhood

The purpose of this course is to afford the prospective teacher an opportunity to secure a scientific knowledge of the mental and physical development of the child. Some topics: results of recent investigations in growth and development during infancy and childhood; physical, mental, and other phases of growth; origin and development of child behavior; language development; learning and habit formation; child hygiene; guidance and conscience; guidance and control.

One semester, three hours. No prerequisite.

Ps. 301—Psychology of Adolescence

This course is designed especially for students who plan to be high school teachers, Christian workers, and for others who expect to work with young people. Some topics: The meaning and significance of adolescence; development—physical, mental, motor, social, moral, and religious; emotional behavior; aptitudes and interests; personal disturbances and maladjustments; mental hygiene; guidance and control.

One semester, two hours. No prerequisite.

Ps. 302—Personnel Psychology

Methods of analyzing jobs and of selecting, training, motivating, and evaluating employees.

Second semester, three hours. Prerequisite, Ps. 200.

School of Religion

CHARLES D. BROKENSHIRE, M.A., D.D., Dean Emeritus
GILBERT R. STENHOLM, Ph.D., Dean

GENERAL INFORMATION

DIVISIONS AND DEPARTMENTS

The School of Religion is organized into four divisions according to the following plan:

I. DIVISION OF BIBLE

DEPARTMENT OF OLD TESTAMENT
DEPARTMENT OF NEW TESTAMENT

II. DIVISION OF PRACTICAL STUDIES

DEPARTMENT OF CHRISTIAN EDUCATION
DEPARTMENT OF CHRISTIAN MISSIONS

III. DIVISION OF THEOLOGY

DEPARTMENT OF PHILOSOPHY OF RELIGION
DEPARTMENT OF THEOLOGY

IV. DIVISION OF CHURCH HISTORY

In the Division of Bible the separate departments of Old Testament and New Testament are distinguished only on the graduate level, the undergraduate courses being offered under the Division of Bible without departmental distinction. In the Division of Practical Studies the department of Christian Education is distinguished on both the undergraduate and graduate levels while in the department of Christian Missions work is offered on the undergraduate level only. In the two departments of the Division of Theology and in the Division of Church History work is offered on the graduate level only.

DEGREES OFFERED

UNDERGRADUATE DEGREES

The School of Religion offers to undergraduate students two degrees and a certificate as follows:

The Bachelor of Arts degree with a major in Bible, Christian Education or Christian Missions

The Bachelor of Arts degree in Practical Christian Training

The Two-Year Practical Christian Training Certificate

GRADUATE DEGREES

The School of Religion offers to graduate students the following degrees:

The Master of Arts degree with a major in Bible, Christian Education, Theology, or Church History

The Bachelor of Divinity degree for which no major is distinguished.

The Doctor of Philosophy degree with departmental majors and minors in Old Testament, New Testament, Christian Education, and Theology; a divisional major in theology; and minors only in Philosophy of Religion and Church History and the divisional minor in Practical Studies, which is designed for the graduate ministerial student who may earn a maximum of 16 semester hours in the courses, Pr. 500, 600, 700, and Pr. 501, 601, 701. The additional credits necessary to make up the 18 hours for a minor will be taken in the Department of Christian Education.

FOR UNDERGRADUATE STUDENTS

REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE

The requirements for majors in Bible, Christian Education and Christian Missions are found in the subsequent sections of the catalogue devoted to the division and department concerned. Each student taking the Bachelor of Arts degree with a major in Bible, Christian Education or Christian Missions is required to meet the general requirements for his degree described in the introductory section of this bulletin and to take a minor in the Department of English, Modern Languages, Mathematics, Natural Sciences, or History in the College of Arts and Science. The requirements for such a minor are described under the department concerned.

PRE-SEMINARY REQUIREMENTS FOR MINISTERIAL STUDENTS

Ministerial students who earn the Bachelor of Arts degree with a major in Bible, Christian Education or Christian Missions are also required to meet the minimum requirements listed in the *Statement on Pre-Seminary Studies* released by The American Association of Theological Schools. These requirements are as follows:

English	12 - 16
Literature, Composition, and Speech	
Philosophy	6 - 12
At least two of the following: Introduction to Philosophy, Logic, History of Philosophy, Ethics	
Bible or Religion	4 - 6
History	6 - 12
Psychology	2 - 3
A foreign language	12 - 16
At least one of the following: Latin, Greek, Hebrew, French, German	
Natural sciences	4 - 6
Physical or biological	
Social sciences	4 - 6
At least two of the following: Economics, Sociology, Education, Government or Political science, Social psychology	

These requirements and the major, minor, or general requirements applying to the student are not mutually exclusive. As applied by the University these requirements modify the general requirements of a ministerial student in the following respects:

Ministerial students are required to take philosophy (6-12 hours), psychology (3 hours), and social sciences (4-6 hours).

BACHELOR OF ARTS DEGREE IN PRACTICAL CHRISTIAN TRAINING

PURPOSE

Dr. Bob Jones, Sr., the founder, and Dr. Bob Jones, Jr., the President of Bob Jones University, have in their evangelistic work in all parts of the United States and other countries found a great need for spiritually minded, well-trained Christian secretaries, pastor's assistants, and young people's directors. The University, therefore, offers special training in practical Christian work that is wide enough in scope to cover all the different phases of practical Christian service. This curriculum has the Bible course advantage of the Bible institute with the additional advantages of the fine arts program of the University blended together in an evangelistic atmosphere.

DESCRIPTION

The Bachelor of Arts Degree in Practical Christian Training will be awarded on completion of 130 semester hours with a minimum of 130 quality points in the curriculum outlined below.

The entrance requirements for this degree are the same as for the other degrees offered by the University. For specific information regarding entrance requirements, consult the portion of the catalogue devoted to requirements for admission.

The student who successfully completes the first two years of the curriculum with 62 hours and 62 quality points will be awarded a certificate in Practical Christian Training. To qualify for this certificate the student must be a high school graduate but he is not required to remove entrance deficiencies from high school. A two-year student who wishes to continue as a degree candidate must remove all entrance deficiencies before he will be admitted to junior standing.

In addition to the specified courses, each student earning the two-year certificate is required to complete 12-18 hours for a proficiency in one of the following areas: art, Christian Education, commerce, home economics, or music.

For a proficiency in art the student must elect a minimum of 12 semester hours taken upon recommendation of the art department.

For a proficiency in Christian Education the student is required to take a minimum of 12 semester hours of Christian Education electives from the following: CE. 200, 201, 301, 302, 303, 304, 405, 407, 408, and 409. These courses are designed to prepare the student for work in Sunday Schools, daily vacation Bible schools, and other phases of Christian Education. If a student takes a proficiency in Christian Education, he may or may not, at his own option, complete the electives specified for the field of religion. Such a student may earn these credits in any department of the University.

For a proficiency in home economics the student is required to complete a minimum of 15 semester hours including Clothing Construction,

6 hours; Food Preparation, 3 hours; Meal Planning and Table Service, 3 hours; and either Nutrition or Child Care and Development, 3 hours.

For a proficiency in music the student is required to take Basic Music Theory, 4 hours; applied music, 4 hours (these four hours must be in one applied music); other music electives, 4 hours. It is recommended that a student take Evangelistic Song Leading as part of his elective credit.

For a proficiency in office administration the student is required to take typewriting, 6 hours; shorthand, 6 hours; office administration electives, 4-6 hours. If a student has taken typewriting or shorthand in high school the requirements in these courses may be reduced if the student makes satisfactory scores on proficiency examinations. Any student taking a proficiency in office administration must complete a minimum of 16 hours in this area.

The students who take the Bachelor of Arts Degree in Practical Christian Training are required to complete two such proficiencies. (See electives listed below under "Additional Requirements for the Bachelor of Arts degree.")

For a proficiency in business administration the student is required to take Ac. 100A—Principles of Accounting, 3 hours; OA. 100A—Beginning Typewriting, 3 hours; BA. 100—Economics of Church Administration, 3 hours; BA. 200—Business Law, 6 hours; and BA. 201—Consumer Education, 3 hours.

REQUIREMENTS FOR THE TWO-YEAR CERTIFICATE:

Pr. 100, 200	The Preacher and His Problems or.....	4 semester hours
Pr. 102, 202	Practical Instruction for Christian Workers (Women)	
Bi. 100	New Testament Survey	2 semester hours
Bi. 200	Old Testament Survey	2 semester hours
En. 100	English Composition	6 semester hours
En. 203, 204	English Masterpieces, American Masterpieces	6 semester hours
Sp. 100	Fundamentals of Speech	6 semester hours
	Platform speech (any course)	6 semester hours
PE. 100, 200	Physical Education	4 semester hours
	Religion Electives	8-12 semester hours
	Orientation	2 semester hours
	Electives (for a proficiency in art, Christian Education, home economics, music, or commerce).....	12-18 semester hours

ADDITIONAL REQUIREMENTS FOR THE B.A. DEGREE

Pr. 300, 400	The Preacher and His Problems or.....	4 semester hours
Pr. 302, 402	Practical Instruction for Christian Workers (Women)	
Bi. 300	Bible Doctrines	6 semester hours
Bi. 400	Hebrew History	6 semester hours
Sc. 100 or 101	Biological Science Survey or Physical Science Survey (6 hours in one course)	6 semester hours
Hi. 100	History of Civilization	6 semester hours
SS. 201	Introduction to Sociology	3 semester hours
Ps. 200	General Psychology	3 semester hours
Ma. 106	Basic Mathematics	3 semester hours
En.	English Electives	6 semester hours
	Religion Electives	12 semester hours
	Electives (for a proficiency in art, Christian Education, home economics, music, or commerce).....	12-18 semester hours

FOR GRADUATE STUDENTS

GENERAL

ADMISSION

The prospective graduate student in religion should consult the information both on general admission and admission to graduate work in the introductory section of this bulletin. A bachelor's degree from a recognized college is required before a student will be considered for admission to graduate work in the School of Religion. His undergraduate program of study should substantially meet the pre-seminary program of study recommended by the American Association of Theological Schools outlined previously under "Pre-Seminary Requirements for Ministerial Students." If the applicant, however, lacks such adequate undergraduate preparation for pursuing work on the graduate level, he will be admitted as a special student with graduate standing while he is making up his undergraduate deficiencies. If the applicant meets the required undergraduate preparation and holds a bachelor's degree, he will be admitted to full graduate standing subject to the regulations concerning candidacy which apply to all graduate students.

CURRICULA OFFERED

Courses are offered toward the fulfillment of requirements for the M.A., B.D., and Ph.D. degrees in the following fields: Bible, which includes Old and New Testaments; Practical Studies, which includes Christian Education; Theology, which includes Philosophy of Religion and Theology; and Church History. The student elects the M.A. in one of the four divisional fields described above—Bible, Practical Studies (Christian Education), Theology, or Church History. A major is not distinguished for the B.D. The Ph.D. candidate elects a major and two minors according to the information immediately preceding the listing of graduate courses in each division.

ADMISSION TO CANDIDACY

A student may not consider himself a candidate for an advanced degree in the School of Religion until all the undergraduate deficiencies, including language, have been satisfactorily removed. In qualifying for candidacy, the student is expected to present the equivalent of an undergraduate major in Religion, an undergraduate academic concentration, and the equivalent of the general requirements of the University for the Bachelor of Arts degree, including language study, preferably Biblical language, completed through the 300 level. That is, the student must present in undergraduate work the equivalent of the undergraduate work required in Bob Jones University for a Bachelor of Arts degree in Religion. Students who decide to do graduate work in the School of Religion but who did not pursue this curriculum or its equivalent on the undergraduate level should expect to spend a longer time working for the advanced degrees. For students who transfer to Bob Jones University from other

schools, the approximate length of time may be determined by the registrar upon the receipt of transcripts of all the previous work done.

All graduate students in the School of Religion, even though they should meet the entrance requirements fully upon admission, are required to complete at least one semester of acceptable study before being recognized as candidates for an advanced degree.

LANGUAGE

All graduate students must pass satisfactorily the language qualifying examinations which are required of all candidates for the master's and doctor's degrees. These examinations are given once each semester. In most cases, the passing of the language examination is construed as part of the acceptable graduate study required before the student may be recognized as a candidate for a degree. That is, most students should plan to meet the language requirement by the end of their first semester of graduate study. In no case may a student be admitted to candidacy unless he shows reasonable prospects of meeting the language requirement by examination at least by the end of the semester following his admission. In no case will a student be awarded a degree who does not satisfy the language requirement.

Two or three years of language study on the college level are generally considered the minimum necessary for passing the language examination. Greek, German, and French in the order named are the most acceptable languages for the master's degree. Latin, Italian, Spanish, and other languages are acceptable, but not recommended in most cases. All Bob Jones University graduates holding the Bachelor of Arts degree will, of course, have completed a language study through the 300 level. *In all cases the language requirement for all advanced degrees is met by proficiency examination rather than by accumulation of credits.*

The prospective candidate for the doctorate must evince proficiency in Greek, Hebrew, and either French or German. The minimum preparation of the student for his Greek proficiency is defined as that gained by four years of college work in Greek or the equivalent. Students who have had difficulties in the study of Greek may require additional preparation for the examination. A minimum of two years work in Hebrew is necessary to satisfy the language requirements in the field of Old Testament language. The student, however, will receive graduate credit for Hebrew study. In the fields of French and German, no graduate credit is allowed for the study of these languages, but an equivalent of three years study with a reasonable proficiency will usually be necessary to satisfy the requirements of the examination. The language requirements in Greek must be satisfied by the end of the first year of graduate work, that is, by the time the student has earned his Master of Arts degree or the equivalent. The language requirements in the other fields must be satisfied by the end of the second year of graduate study. This procedure is desirable since graduate students are expected to use these languages in pursuit of their program of studies.

QUALITY OF WORK

Work offered for graduate credit must exhibit the degree of ability and achievement expected on the graduate level. For the Bachelor of Divinity curriculum, no course with a grade below "C" is applicable toward graduation requirements and the student must maintain an overall average of "C." For the Master of Arts and Doctor of Philosophy programs, no course with a grade below "C" may be applied and an average grade of "B" must be maintained.

STANDARDS FOR PAPERS AND DISSERTATIONS

All graduate papers and dissertations are to be prepared according to W. G. Campbell's *A Form Book for Thesis Writing*, published by Houghton Mifflin Company, copyright 1939, the form being adapted to the particular kind of writing to be done. The graduate student should begin early to know thoroughly the proper technical form for his graduate papers. The form of every dissertation must be approved by the English faculty. This technical form will be judged on the basis of Campbell's *Form Book*. The student should give careful attention to the proper form of footnoting, bibliography, organization of material, typing, spacing, etc. In addition, the graduate student must present his thoughts and research in an acceptable and correct grammatical style. Mere technical form is not enough; the material should reflect the high quality of research and knowledge expected of graduate students.

BACHELOR OF DIVINITY COURSE

HISTORY AND PURPOSE

Bob Jones University has been urged by its own graduates and others to grant the regular seminary degree of Bachelor of Divinity and to add to the University curricula any courses necessary to meet the requirements for the B.D. degree. Many ministerial students enrolled on the undergraduate level in Bob Jones University come from denominations and independent groups which do not have their own theological seminaries. These young men wish to continue their studies in Bob Jones University beyond the Bachelor of Arts degree. In order to offer to them and to others who desire it the opportunity of securing standard theological training in the atmosphere of this institution, the School of Religion has added additional courses and now offers the Bachelor of Divinity degree. The curriculum is in line with that of a regular standard theological seminary. Divinity students who are graduates of standard four-year colleges with a Bachelor's degree are required to complete in residence three full academic terms of nine months each or their equivalent plus certain practical summer work. It is possible for a graduate with a Bachelor of Arts degree from Bob Jones University School of Religion to complete the work for the Bachelor of Divinity degree with two nine-month terms in residence and two summers of prescribed work.

A number of factors made it possible for Bob Jones University A.B. graduates in religion to meet the requirements for the Bachelor of Divinity degree in this shorter time. First, they have completed the academic program of preliminary studies recommended by the American Association of Theological Schools (including in every case three years of Greek, or two years of Greek and one year of Hebrew, and in some cases an additional foreign language), and in addition have received on the undergraduate level a great many more hours in Bible and religion than are recommended by the American Association of Theological Schools for pre-seminary training. Second, all ministerial students on the undergraduate level in Bob Jones University are required to spend all their summer months in preparation and delivery of sermons as well as in the practical application of the Word of God to social, economic, and other problems. Regular weekly reports are made on this extension work. Third, the average seminary course is of eight months' duration. The terms at Bob Jones University are of nine months' duration.

B.D. CURRICULUM

The Bachelor of Divinity degree is awarded when the student has met the minimum requirement of 90 semester hours in the curriculum which follows and has maintained a scholarship average of at least "C." No course with a grade below "C" may be applied toward graduation requirements of this curriculum.

AREA	COURSE	CREDIT
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BIBLICAL STUDIES

Hebrew	6 semester hours
(OT. 500.) A student who has completed this course on the undergraduate level may substitute any 6 hours of electives offered for seminary credit.		

New Testament Greek	18-22 semester hours
Students who have completed the first two years of New Testament Greek (AL. 100 and 200 as defined in this catalog in the department of Ancient Languages of the College of Arts and Science) or those who can show an equivalent proficiency by examination may register for their graduate level Greek course. Such students, however, must substitute 12 hours of other credit appropriate to the seminary curriculum. These credits may be earned in a regular or summer residence session, through the Extension Department during the summer months in courses Pr. 503 and/or Pr. 504, or by a combination of residence and extension work. Regardless of his previous Greek training, every B.D. student is required to complete 6 hours of Greek on the graduate level.		

Biblical Introduction	6 semester hours
(OT. 540, NT. 550)		

Bible	12 semester hours
This requirement is to be met in English Bible interpretation courses. The student should divide his hours between Old Testament and New Testament and should select his courses so as to complement any previous Bible training he may have had.		

PRACTICAL STUDIES

- Christian Education 6 semester hours
Any course on the graduate level.
- Evangelism 4-6 semester hours
(Pr. 500, 600, 700). A first-year B.D. student registers for Pr. 500, a second year student for Pr. 600, etc.
- Practical Theology 6 semester hours
(Pr. 501, 601). Taken 3 hours each summer.
- Preparation and Delivery of Sermons 6 semester hours
(Pr. 502, 602). Taken 3 hours each summer.
- Church Polity and Practice 2 semester hours
(Pr. 505).

THEOLOGICAL STUDIES

- Philosophy of Religion 6 semester hours
Any course offered in the department.
- Theology 12 semester hours
6 semester hours, Systematic Theology (Th. 500) and 6 semester hours to be elected from the following: Advanced Theology, Biblical Theology, or History of Christian Doctrine.

HISTORICAL STUDIES

- Church History 6 semester hours
(CH. 500).
- Total.....90-96 semester hours

MASTER OF ARTS COURSE

COURSES REQUIRED FOR THE M.A. MAJORS

Bible—Biblical introduction, 6 hours (OT. 540 and NT. 550); theology, 6 hours (Th. 500); Greek, 6 hours (a course on the graduate level, normally NT. 510); Hebrew, 6 hours (OT. 500 or 600); practical studies, 6 hours (Pr. 500 and 501 for ministerial students; for others, 6 hours in the department of Christian Education); seminar in Bible, 6 hours (OT. 589 and NT. 599).

Church History—Biblical introduction, 6 hours (OT. 540 and NT. 550); theology, 6 hours (Th. 500); Greek, 6 hours (a course on the graduate level, normally NT. 510); Church history, 6 hours (CH. 500); practical studies, 6 hours (Pr. 500 and 501 for ministerial students; for others, 6 hours in the department of Christian Education); seminar in Church history, 6 hours (CH. 599).

Systematic Theology—Biblical introduction, 6 hours (OT. 540 and NT. 550); theology, 6 hours (Th. 500); Greek, 6 hours (a course on the graduate level, normally NT. 510); philosophy of religion, 6 hours (Ph. 500); practical studies, 6 hours (Pr. 500 and 501 for ministerial students; for others, 6 hours in the department of Christian Education); seminar in theology, 6 hours (Th. 599).

Christian Education—Biblical introduction, 6 hours (OT. 540 and NT. 550); theology, 6 hours (Th. 500); Christian Education, 12 hours, 6 hours in CE. 500 and normally the other 6 hours in Christian Education

electives with the exception that a student may substitute 6 hours of graduate level Greek for these 6 hours in Christian Education electives; practical studies; 6 hours (Pr. 500 and 501 for ministerial students; for others, 6 hours in any area on the graduate level in lieu of Pr. 500 and 501); seminar in Christian Education, 6 hours (CE. 599).

In each case, the hours total the 36 required for the degree and include 6 credit hours for the seminar required in lieu of a thesis.

EXPLANATIONS

Pattern of Courses. The pattern of the M.A. courses indicate that certain courses are basic to all the areas, certain additional courses are required in the area of the major, six hours credit are required in practical studies, and that a seminar is required in the area of the major.

Seminar. The seminar is required in lieu of a master's thesis and counts 6 hours toward the 36 required credits.

Greek Options. An M.A. student majoring in Theology or Church History may be excused from presenting 6 hours credit in graduate level Greek provided he passes the M.A. language examination in Greek during the first week of classes of his first semester's study. In such a case the student may substitute any other 6 hours in the field of his major.

Although no Greek credit is required of the major in Christian Education, such a student must pass his M.A. language examination, whether in Greek or another language. Majors in Christian Education who expect to meet their language proficiency in Greek will do well to take 6 hours of Greek as a substitute for the Christian Education elective hours.

Ministerial Requirement. A ministerial student working for the M.A. degree in any of these areas will take Pr. 501 during the summer preceding his residence work or the summer following the residence work. Students who enter in the middle of the year will take these 4 hours credit in the summer between their two semesters of residence. Other students in all areas will substitute 6 regular course hours for Pr. 500 and 501.

Load. The programs herein outlined provide that a ministerial student will carry a load of 16 hours for each of two semesters. Other students, who substitute 6 hours of regular course work for Pr. 500 and Pr. 501, will normally carry a load of 18 hours for each of the two semesters. A ministerial student who wishes to do so may register for an applied music course in addition to his regular course load. In no case, however, may a student exceed the maximum load of 18 hours.

GRADUATION REQUIREMENTS

The Master of Arts degree in Religion is awarded when the student has fully met the following requirements:

1. *Candidacy.* All undergraduate deficiencies, including those in language, must be removed and the student admitted to full candidacy for the degree.

2. *Courses.* The M.A. candidate must have completed 36 semester hours of credit according to one of the plans of study outlined above with an average grade of "B."
3. *Language Proficiency.* The candidate must have passed the Master's language examination according to specifications outlined under "Language."
4. *Comprehensive Examination.* The student must have successfully passed the comprehensive examination in his course. This examination is taken near the end of the last semester of his residence work, normally the second semester.
5. *Residence.* The Master of Arts degree is awarded only upon the completion of the requirements outlined above with a minimum of 9 months (36 weeks) work in residence at Bob Jones University with a full load of work carried. No more than 6 semester hours will be accepted in transfer for the completion of the Master of Arts degree in the School of Religion.

DOCTOR OF PHILOSOPHY COURSE

PREVIOUS WORK

The candidate for the doctorate must have completed his work for the Master of Arts degree in Religion, or if a transfer student, the equivalent thereof plus the successful passing of a preliminary comprehensive examination in the four divisional fields of Bible, Practical Studies, Theology and Church History which are described under the requirements for the master's degree. The record of work toward the master's degree must be of such quality as to justify belief that further graduate study is likely to be profitable. The doctor's degree will be conferred only on persons displaying qualities of leadership and of strong character, and evincing a high degree of scholarship in their chosen fields.

B.D. or other graduate work done in this or other institutions may be accepted in partial fulfillment of the requirements for the doctorate if it is of satisfactory quality and is appropriate to the candidate's program of study in the School of Religion of Bob Jones University. No more than half the required hours for the doctorate may be transferred—that is, at least 48 hours of appropriate graduate hours must be taken in Bob Jones University. In every case, one full year's work in residence at Bob Jones University, a written comprehensive examination in the major field, the satisfying of the language examinations, and an acceptable dissertation successfully defended and discussed constitute the minimum requirements in order to earn the degree of Doctor of Philosophy. A student, however, will not be admitted to candidacy until he has completed one semester of acceptable graduate study, has satisfactorily met the language requirements, and in his program of study gives reasonable assurance of satisfactorily completing his work for the degree.

TIME REQUIRED

A minimum of three years of graduate work is required for the doctorate, after all entrance requirements have been satisfied for the admission to candidacy for the Master of Arts degree. Of these three years, the first should be devoted to work for the master's degree. Under the guidance of the faculty of the School of Religion, the candidate shall select a major field directly related to the work done for the master's degree.

MAJORS AND MINORS

In the Division of Bible, the Ph.D. student may major in Old Testament or New Testament. In the field of Old Testament he may concentrate in either Old Testament Text or Old Testament Interpretation; similarly in New Testament, New Testament Text or New Testament Interpretation. In the Division of Practical Studies, he may major in Christian Education. In the Division of Theology, he may major in the department of theology or he may acquire a divisional major including work from both departments of the division. In addition the candidate shall select two minors from among Old Testament, New Testament, Christian Education, the divisional minor in Practical Studies, Philosophy of Religion, Theology, and Church History.

Ninety-six hours shall be the approximate amount of graduate work required for the three years in residence. Of these hours, at least 60 hours shall be devoted to the major field, while the other 36 hours shall be divided equally between the minor fields. The prospective candidate should inquire of his major department as to the precise courses required and the advised preliminary preparation. The doctor's degree shall be conferred not merely on the basis of accumulation of semester credits, but strictly on the basis of a high degree of scholarship and mastery of the chosen fields.

SPECIAL WORK

There will be special provision for students who submit an unusually good transcript and who have demonstrated on the undergraduate level much ability and initiative in research. If he desires, such a student may be permitted, on the recommendation of the Dean of the School of Religion, and approval by the Registrar, to secure part of the hours for his doctor's degree by special independent work under the supervision of a faculty adviser.

Language. The requirements in language for the doctoral candidate have been described under the general information section for all graduate students. Proficiency in Greek, Hebrew, and German or French is required of all doctoral candidates. Candidates working in Church History will in most cases substitute Latin for one of the modern languages.

COMPREHENSIVE EXAMINATION

At the completion of the residence course work a written comprehensive examination will be given in the major field, in which the candidate will

be expected to demonstrate adequately his mastery of the subject and literature of his specialization.

DISSERTATION

At the end of the first year of graduate study, the candidate shall select for his dissertation toward the doctorate a subject approved by the faculty of the School of Religion. For his guidance he shall be assigned a committee made up of the Dean of the School of Religion as chairman, a member of the English faculty, and three other faculty members of the School of Religion selected according to the student's courses or fields of specialization. The various committees are selected by the Dean of the School of Religion in consultation with the registrar.

The dissertation must exhibit originality and thoroughness of research and must be an exhaustive treatment of the subject chosen. The candidate must submit three typewritten copies bound and prepared according to literary standards acceptable to the faculty. Two of these copies shall be deposited in the Library of Religion of Bob Jones University, and the other shall be returned to the author. When the dissertation has been accepted by the faculty, the candidates shall appear before the faculty and successfully discuss and defend his dissertation.

The first approval copy must be presented to the faculty of Religion by the end of the semester preceding that in which graduation occurs, and the final copy must be presented no later than the sixth week preceding convocation. Defense of Ph.D. theses will take place the fourth week preceding convocation.

The standards for doctoral dissertations have been previously described under "Standards for Graduate Papers." Some candidates may find it profitable to audit En. 100B in preparation for their writing.

GRADUATION STANDARDS

The doctor's degree shall be conferred not merely on the basis of accumulation of semester credits, but strictly on the basis of a high degree of scholarship and mastery of the chosen fields by persons manifesting excellence of character and qualities of leadership.

DIVISION OF BIBLE

UNDERGRADUTE DIVISION

MARSHALL P. NEAL, Ph.D., Chairman
MR. AFMAN, MR. BELLIS, MR. BESANCON, MR. BRAMAN,
DR. BROKENSHERE, MR. KEEFER, DR. KRUSICH, MR. MOODY,
DR. PARRIS, DR. PAYNE, MR. PEARSON, MR. SCHULTZ,
MR. SPAULDING, MR. STRUTHERS

In the undergraduate division of Bible are grouped all the courses in the general area of Bible, including courses in English Bible interpretation, Bible doctrine, and Bible history. Consequently no departmental distinctions are made on the undergraduate level.

B.A. DEGREE

The Bachelor of Arts degree may be earned in this division with a major in Bible. Each student taking the Bachelor of Arts degree with a major in Bible is required to meet the general requirements for his degree described in the introductory section of this bulletin and to take a minor in the Department of English, Modern Languages, Mathematics, Natural Sciences, or History in the College of Arts and Science. The requirements for such a minor are described under the department concerned. Ministerial students should be careful to consult the section "Pre-Seminary Requirements" described in the introductory section of the School of Religion.

The requirements for the Bachelor of Arts degree with a major in the Division of Bible are 30 hours, including Bi. 100, 200, 300, 400 and 14 additional hours, 8 of which must be taken from the following courses in English Bible interpretation: Bi. 201, 301, 302, 303, 304, 305, 401, 402, or 403. The remaining 6 hours may be taken in any courses listed under the Division of Bible, the Department of Christian Education, or the Department of Christian Missions.

PRACTICAL CHRISTIAN TRAINING COURSE

Because the Bachelor of Arts degree in Practical Christian Training curriculum does not specify a major in any one department or division of the School of Religion, complete information concerning both the two-year and the four-year programs of this curriculum is given only in the general section which introduces the School of Religion.

COURSES OFFERED

Bi. 100—New Testament Survey

A general survey of the Gospels and the life of Christ, with outlines and discussions of significant portions. Study of events in the life of Christ in relation to doctrine. The early church in the book of Acts is studied, with a general introduction to the background and contents of the epistles.

Both semesters, two hours per week, one hour credit each semester. No prerequisite.

Bi. 200—Old Testament Survey

A synthetic study of the Old Testament, with outlines, lectures, and discussions, designed to give the student a thorough working knowledge of the Old Testament.

Both semesters, two hours per week, one hour credit each semester. No prerequisite.

Bi. 201—The Life of Christ

Advanced, detailed studies in the actual events of the life of our Lord. A harmony of the Gospels is studied and the various problems of Gospel history are discussed. Both semesters, two hours each semester. Prerequisite, Bi. 100.

Bi. 300—Bible Doctrines

A systematic study of the Biblical basis of fundamental Christian doctrines. First semester will be devoted to the doctrines of: Scripture, God, man. The second semester will be devoted to: Jesus Christ, Redemption, the Church; and Eschatology. Both semesters, three hours each semester. Prerequisite, Bi. 100, 200.

Bi. 301—The Teachings of Jesus

A survey and discussion of the main ideas and implications of the teachings of Jesus. Both semesters, two hours each semester. Prerequisite, Bi. 100.

Bi. 302—Advanced Old Testament

An elementary course in Old Testament introduction. This course is intended to give the student a knowledge of the background of the books of the Old Testament that will enable him to better understand the text. Special attention is given to the main subjects of prophecy such as, the Messiah, the kingdom, and the future of Israel. The major critical views are examined and evaluated. The Pentateuch and historical books are covered first semester. Both semesters, two hours each semester. Prerequisite, Bi. 100, 200.

Bi. 303—Pauline Epistles

An introductory, exegetical study of the epistles of Paul. First semester includes a brief study of the life of Paul and an exegetical study of the Thessalonian and Corinthian epistles plus Galatians. Second semester includes the study of Romans, the prison epistles, and the pastoral epistles. Both semesters, three hours each semester. Prerequisite, Bi. 100.

Bi. 304—The Acts of the Apostles

A careful study of the Acts of the Apostles and the spread of the Gospel in apostolic times. Either semester, two hours. Prerequisite, Bi. 100.

Bi. 305—Bible Prophecy

A detailed study of the significant prophetic actions of the Bible with special emphasis on the predictive elements of prophecy, study of signs of the times and current events in the light of prophecy. First semester includes the study of Old Testament prophecy; second semester includes study of Daniel and New Testament prophecies. Both semesters, three hours each semester. Prerequisite, Bi. 100, 200.

Bi. 306—Archaeology of the Bible

A study of archaeological discoveries illuminating the Bible narrative, with illustrations afforded by the collection of antiquities in the Bowen Biblical Museum. Both semesters, two hours each semester. Prerequisite, Bi. 100, 200.

Bi. 400—Hebrew History

A summary of the history of the chosen people from the call of Abraham to the fall of Jerusalem in A. D. 70. Special attention is given to the economic and political conditions of the ancient world and the Roman empire and their effect upon Israel. First semester includes the patriarchal through the united kingdom periods. Second semester includes the divided kingdom period through the Roman period. Both semesters, three hours each semester. Prerequisite, Bi. 100, 200.

Bi. 401—Hebrews and General Epistles

Hebrews, James, 1st and 2nd Peter, and Jude. The authorship, message, and teachings of these books will be studied. Either semester, three hours. Prerequisite, Bi. 100.

Bi. 402—The Johannine Writings

The life of John; the purpose, message and teachings of his writings. Either semester, three hours. Prerequisite, Bi. 100.

Bi. 403—Old Testament Poetry

The form and content of the major poetic portions of the Old Testament, exclusive of the prophets. First semester: early poetry, Psalms, Songs of Solomon, and Lamentations. Second semester: Job, Proverbs, Ecclesiastes, and intertestamental literature. Messianic elements interpreted on the basis of the New Testament. Both semesters, three hours each semester. Prerequisite, Bi. 100, 200.

Bi. 404—Geography of the Bible

A study of the historical geography and background of the Biblical lands with special attention to Palestine. First semester includes study of the geographical settings of the Old Testament, the journeys of Abraham, Israel in Egypt, the wilderness wanderings, and the conquest of Canaan. Second semester includes the geographical settings of the New Testament with emphasis on the influence of the intertestamental period, Palestine during the life of Christ, and the journeys of Paul. Both semesters, two hours each semester. Prerequisite, Bi. 100, 200.

GRADUATE DIVISION

The Division of Bible on the graduate level is divided into the Department of Old Testament and the Department of New Testament. A major earned in this division on the M.A. level is a divisional concentration, whereas a major or a minor earned in this division on the Ph.D. level is a departmental concentration.

The Master of Arts degree may be earned in this division with a major in Bible. The course requirements for the M.A. in Bible are listed and explained under "Requirements for the M.A. Degree" in the introductory section of the School of Religion.

The Doctor of Philosophy degree may be earned in this division with a major or a minor in the Department of Old Testament or the Department of New Testament. The student who majors in Old Testament or New Testament will concentrate in either the field of Text or Interpretation. The specific course requirements will be worked out under the direction of the chairman of the department.

DEPARTMENT OF OLD TESTAMENT

JOHN BARTON PAYNE, Th.D., Chairman
DR. BROKENSHERE, DR. NEAL, DR. PARRIS

OT. 500—Beginner's Hebrew Grammar

Forms and syntax, pronunciation, vocabulary, written exercises. Both semesters, three hours each semester.

OT. 520—Elementary Arabic

A study of the Arabic orthography, phonetics, accident, and essentials of syntax, with the reading and writings of simple narrative, and with some attention to the Koran and the Arabic Bible. Both semesters, three hours each semester.

OT. 540—Old Testament Biblical Introduction

The canon and text of the Old Testament; the composition, authorship, date, and contents of each book. Either semester, three hours.

OT. 541—Genesis

A detailed study of the First Book of Moses, approached as the inspired words of God and of complete authority. Special emphasis upon the Biblical theology of the book, as the beginning and foundation of special revelation. A consideration of historical and scientific problems.
Second semester, three hours.

OT. 543—Old Testament Poetry

The form and content of the major poetic portions of the Old Testament, exclusive of the prophets. First semester: early poetry, Psalms, Song of Solomon, and Lamentations. Second semester: Job, Proverbs, Ecclesiastes, and intertestamental literature. Messianic elements interpreted on the basis of the New Testament.
Both semesters, three hours each semester.

OT. 545—Old Testament Prophecy

The nature of prophecy and the interpretation of its literary forms, including symbol and type. The place and function of the prophets in the history of Israel with particular study of the books of the major and minor prophets. Predictive prophecy, fulfilled and future. Not open to students who have received credit for Bi. 305A.
First semester, three hours.

OT. 546—Isaiah

A careful study of the book of Isaiah, with attention to the personality, times, and message of the prophet. The book will be read in the best English translation. Emphasis will be laid upon the integrity of the book and on the theological and Messianic elements in the preaching of Isaiah, with their practical application to the faith and practice of today.
One semester, three hours.

OT. 547—Jeremiah

The political, social, and religious environment, and the life, experiences, and messages of Jeremiah are studied with the purpose to appreciate his contribution to the nurture of individual devout experience and Messianic hope in Israel.
One semester, three hours.

OT. 548—Ezekiel

A study of the experiences and messages of Ezekiel in the light of his times, with an appreciation and application of the prophet's inspired messages to conditions of today.
One semester, three hours.

OT. 560—Old Testament Biblical Theology

A thorough exegetical study of the theology, anthropology, hamartiology, soteriology, angelology, and eschatology of the Old Testament as these doctrines were unfolded and developed in the progressive stages of divine revelation. This course aims to give the student a comprehensive exposition of the historical self-disclosure of God on record in the Old Testament which is the basis of any Christian theological or philosophical system. (Identical with Th. 501A.)
First semester, three hours.

OT. 562—Old Testament Geography

A study of the historical geography of Old Testament lands, especially of Palestine, illustrated by stereopticon and other pictures. Not open to students who have received credit for Bi. 404A.
First semester, three hours.

OT. 566—Old Testament Archaeology

A study of the archaeological discoveries and monuments bearing on the history and teaching of the Old Testament. Not open to students who have received credit for Bi. 306A.
First semester, three hours.

OT. 589—Seminar in Old Testament

Extensive directed reading with weekly seminar discussions. The bibliography of the field is surveyed and the positions of leading scholars past and present evaluated on the basis of the absolute authority of the Scripture. Required of all M.A. candidates majoring in Bible.
First semester, three hours.

OT. 600—Second Year Hebrew

Readings in Genesis and other books: syntax.
Both semesters, three hours each semester. Prerequisite, OT. 500.

OT. 605—Advanced Hebrew Grammar

Intensive study of the form and syntax of the Hebrew Old Testament as seen in the light of historical Semitic grammar. Required for candidates concentrating in Old Testament text. Prerequisite or parallel: OT. 520, 625, and 640.
Second semester, three hours.

OT. 620—Second Year Arabic

A continuation of reading and writing in Arabic, with emphasis on syntax and the use of the Koran and the Arabic Bible and a growing acquaintance with a practical and religious vocabulary.
Both semesters, three hours each semester. Prerequisite, OT. 520.

OT. 621—Old Testament Textual Criticism

A survey of the problems of the Hebrew text, with the use of the apparatus of the critical texts of the Old Testament. Investigation of the Hebrew variants and the evidence of the primary versions in textual criticism. The Dead Sea Scrolls.
Both semesters, three hours each semester. Prerequisite or parallel, OT. 640.

OT. 622—Septuagint

The history, translation, and textual criticism of the Greek Old Testament. The use of the larger Cambridge Septuagint and the place of secondary versions.
First semester, three hours. Prerequisite: OT. 600 and NT. 510.

OT. 625—Biblical Aramaic

A brief survey of Aramaic grammar followed by the translation of the Aramaic portions of the Old Testament.
Both semesters, three hours each semester. Prerequisite, OT. 600.

OT. 626—Ugaritic

A comparison of early Canaanite with Biblical Hebrew; translation of the Ras Shamra texts in transliteration. The application of such material to the literary criticism of the Old Testament.
Second semester, three hours. Prerequisite or parallel, OT. 605.

OT. 640—Advanced Old Testament Exegesis

Translation and exegesis of selected portions of the Hebrew Old Testament. Required of all Ph.D. candidates in Old Testament.
Both semesters, three hours each semester. Prerequisite, OT. 600.

OT. 641—Problems of Old Testament Interpretation

A thorough study on the basis of the English text of the important problems in the interpretation of the Old Testament. The student is to be able to give a reasonable explanation of any significant passage. First semester, history and poetry; second semester, prophets. Required of Ph.D. candidates majoring in interpretation.
Both semesters, three hours each semester.

OT. 660—Advanced Old Testament Biblical Theology

A detailed discussion of the testament, God's disposition for the granting to man of salvation in Christ; its relation to other major themes of Old Testament revelation. Required of all Ph.D. candidates majoring in Old Testament interpretation.
Both semester, three hours each semester. Prerequisite, OT. 560.

OT. 661—Apocrypha and Pseudepigrapha of the Old Testament

A survey of the intertestamental literature, including its comparison with the inspired Scriptures and its historical and religious significance.

First semester, three hours.

OT. 662—Ancient Near Eastern History

Readings and discussion on the historical background of the Old Testament and its relation to Israel. Studies in Old Testament chronology and historicity.

First semester, three hours.

OT. 663—Old Testament Criticism and Apologetics

A defence of the verbally inspired Scriptures of the Old Testament against the attacks of destructive antisupernaturalism. An analysis of the values, limits, and abuse of higher criticism. Required of all Ph.D. candidates majoring in Old Testament.

Second semester, three hours.

DEPARTMENT OF NEW TESTAMENT

WILLIAM T. BRUNER, Ph.D., Chairman

DR. BROKENSHIRE, DR. KRUSICH, DR. NEAL,

DR. PARRIS, DR. PAYNE

NT. 510—Advanced Greek Grammar and Exegesis

A study of Robertson and Davis' *New Short Grammar*. First semester: principles of declension and conjugation. Constant oral and written recitation, with emphasis on correct pronunciation, accent, and form. Written translation of Second Corinthians 1-7. Second semester: syntax. The student is trained in the science of grammatical analysis, in which all true interpretation of Scripture must be grounded. Translation of 2 Cor. 8-13. (Prerequisite for all other Greek courses on the graduate level.)

Both semesters, three hours each semester. Prerequisite, AL. 200.

NT. 550—New Testament Biblical Introduction

The canon and text of the New Testament; the composition, authorship, date, and contents of each book. Continuation of OT. 540.

Either semester, three hours.

NT. 551—Exegesis of the Epistle to the Romans

A detailed examination of the Epistle to the Romans in the light of the circumstances and experience of the apostle Paul and the congregation in Rome, with an earnest attempt to evaluate and apply the inspired doctrine in a practical and non-controversial spirit.

First semester, three hours.

NT. 552—Exegesis of the Epistles to the Corinthians

A detailed examination of the Corinthian Epistles including the necessary historical backgrounds to make the problems and discussions of the epistles understandable in modern times. Concentrated readings in the epistles themselves as well as outstanding commentaries.

First semester, three hours.

NT. 553—Exegesis of the Epistle to the Hebrews

A detailed examination of the Epistle to the Hebrews with special reference to its importance in New Testament doctrine and history with non-controversial discussion of the problematic sections of the book.

Second semester, three hours.

NT. 554—Exegesis of Acts

An exegetical examination into the origin of the Jerusalem church, the character of early Judean Christianity, the initial apostolic missionary activity, and Paul's life and journeys into the Hellenistic world.

Second semester, three hours.

NT. 555—New Testament Prophecy

A detailed study of the apocalyptic sections of the New Testament with evaluations of the representative views and a thorough study of the text. A continuation of OT. 545. Not open to students who have received credit for Bi. 305B.

Second semester, three hours.

NT. 570—New Testament Biblical Theology

A thorough exegetical study of the doctrines of the New Testament in the historical self-disclosure of God. A continuation of OT. 560.

Second semester, three hours. Identical with Th. 501B.

NT. 574—New Testament Geography

A study of the geographical settings of the New Testament with emphasis on the influence of the intertestamental period. Palestine during the life of Christ. The journeys of Paul. Not open to students who have received credit for Bi. 404B.

Second semester, three hours.

NT. 576—New Testament Archaeology

A study of the archaeological discoveries and monuments bearing on the history and teaching of the New Testament. Not open to students who have received credit for Bi. 306B.

Second semester, three hours.

NT. 599—Seminar in New Testament

Extensive directed reading with weekly seminar discussions. Required of all M.A. students majoring in Bible. Continuation of OT. 589.

Second semester, three hours.

NT. 610—The Gospel of Luke in Greek

Grammatical exegesis. Constant drill on forms and syntax. This course, or NT. 611, 612, or 613, is required of all Ph.D. candidates majoring in New Testament.

Both semesters, three hours each semester. Prerequisite, NT. 510.

NT. 611—The Book of Acts in Greek

Grammatical exegesis. Constant drill on forms and syntax.

Both semesters, three hours each semester. Prerequisite, NT. 510.

NT. 612—Paul's Shorter Epistles in Greek

Grammatical exegesis. First semester: the Prison Epistles (Philippians, Philemon, Colossians, and Ephesians). Second semester: Galatians and the Pastoral Epistles (1st and 2nd Timothy and Titus). Constant drill on forms and syntax. Also 1st and 2nd Thessalonians as parallel.

Both semesters, three hours each semester. Prerequisite, NT. 510.

NT. 613—Hebrews and General Epistles in Greek

Grammatical exegesis. First semester: the Epistle to the Hebrews. Second semester: James, 1st and 2nd Peter, Jude, 1st, 2nd, and 3rd John. Constant drill on forms and syntax.

Both semesters, three hours each semester. Prerequisite, NT. 510.

NT. 616—Scientific Exegesis of the Greek New Testament

A study of syntax in A. T. Robertson's *Grammar of the Greek New Testament in the Light of Historical Research*, with constant application to the Greek text. Each one of the Scripture references in syntax must be studied in its context. Required of all Ph.D. candidates majoring in New Testament text.

Both semesters, three hours each semester. Prerequisite, NT. 510.

NT. 617—The First Century Koine

Directed study. The student will work through the portions of Dr. Robertson's large *Grammar* not covered in NT. 616 and then will study some of the works of Deissmann, Moulton, and other scholars. Readings from the Papyri. Required of all Ph.D. candidates majoring in New Testament text.

Both semesters, three hours each semester. Prerequisite or parallel, NT. 616.

NT. 618—New Testament Word Study

Directed study. The 5594 words of the Greek New Testament are to be learned. Their etymology, relation to English words, history, and theological development will be traced. Thayer's *Lexicon* and Metzger's *Lexical Aids* will be used, with references to other works, such as those of Deissmann, Robertson, Trench, Vincent, etc. Required of all Ph.D. candidates majoring in New Testament text. Both semesters, three hours each semester.

NT. 630—Papyri

Readings from the Papyri. Introduction to Papyrology. Second semester, three hours. Prerequisite, NT. 510.

NT. 631—New Testament Textual Criticism

Study of the principal manuscripts of the New Testament, testimony of the Church Fathers, etc. Required of all Ph.D. candidates majoring in New Testament. Both semesters, three hours each semester.

NT. 632—Septuagint

The history, translation, and textual criticism of the Greek Old Testament. The use of the larger Cambridge Septuagint and the place of secondary versions. (Identical with OT. 622.)

First semester, three hours. Prerequisite, OT. 600 and NT. 510.

NT. 635—Syriac

A study of the grammar, followed by readings in the New Testament and ecclesiastical writers. Related to Hebrew and the Semitic languages and used in New Testament textual criticism.

Both semesters, three hours each semester.

NT. 650—Survey of the Greek New Testament

Reading of all the books in the New Testament together with commentaries on various books. The student will be expected to be able to sight read the entire Greek New Testament.

Both semesters, three hours each semester.

NT. 652—English New Testament Exegesis

Directed study. First semester: the student will work through Broadus' *Commentary on Matthew* and (in part) Plummer's, Westcott's, or other commentaries on Luke and John. He will review the life of Christ, following Robertson's *Harmony* and *Syllabus*, with readings in Edersheim.

Second semester: other portions of the New Testament not previously covered will be studied intensively with the best commentaries and other exegetical works. Required of all Ph.D. candidates majoring in New Testament interpretation.

Both semesters, three hours each semester.

NT. 655—New Testament Eschatology

A thorough study from an exegetical viewpoint of all the portions of the New Testament which bear on the field of eschatology.

Second semester, three hours.

NT. 670—Advanced New Testament Biblical Theology

Jesus Christ, His historicity, His person, His first and second comings. Theology of Paul, John, Peter, and other writers. The Holy Spirit, the Church. Required of all Ph.D. candidates majoring in New Testament interpretation.

Both semesters, three hours each semester. Prerequisite, NT. 570.

NT. 672—History of New Testament Times

A study of the history of the inter-testamental period, the preparation of the world for Christ, and Greek and Roman culture as it concerns the New Testament.

First semester, three hours.

NT. 673—New Testament Higher Criticism

Problems of authorship and date. The Synoptic problem, the Apocalypse, the Logia, Aramaic originals, and other supposed sources. Required of all Ph.D. candidates majoring in New Testament.

Both semesters, three hours each semester.

NT. 699—New Testament Research

Studies in materials and methods of New Testament research. A major paper is then required in a field of the student's interest. Required of all Ph.D. candidates majoring in New Testament interpretation.

First semester, three hours.

DIVISION OF PRACTICAL STUDIES

GILBERT R. STENHOLM, Ph.D., Chairman
DR. KRUSICH, DR. NEAL

DEPARTMENTS AND DEGREES

The Division of Practical Studies of the School of Religion includes the Department of Christian Education and the Department of Christian Missions.

BACHELOR OF ARTS DEGREE

The Bachelor of Arts degree may be earned in this division with a major in Christian Education or Christian Missions. The requirements for these degrees will be found below under the Departments of Christian Education and Christian Missions.

Each student taking the Bachelor of Arts degree with a major in the Division of Practical Studies is required to meet the general requirements for his degree described in the introductory section of this bulletin and to take a minor in the Department of English, Modern Languages, Mathematics, Natural Sciences, or History in the College of Arts and Science. The requirements for such a minor are described under the department concerned. Ministerial students should be careful to consult the section "Pre-Seminary Requirements" described in the introductory section of the School of Religion.

PRACTICAL CHRISTIAN TRAINING COURSE

Because the Bachelor of Arts degree in Practical Christian Training curriculum does not specify a major in any one department or division of the School of Religion, complete information concerning both the two-year and the four-year programs of this curriculum is given only in the general section which introduces the School of Religion.

M.A. AND PH.D. DEGREES

The Master of Arts and the Doctor of Philosophy degrees may be earned in this division with a major or minor in Christian Education.

The Doctor of Philosophy may be earned with a divisional minor in the Division of Practical Studies.

DIVISIONAL COURSES

Pr. 100, 200, 300, 400 500, 600, 700—*The Preacher and His Problems*
A course in homiletics required of all ministerial students. Class lectures covering the phases of homiletics are delivered by the Founder, and various visiting pastors, evangelists, and missionaries. Requirements include readings from homiletics manuals by outstanding authors and the outlining of two sermons each week from religious periodicals. In addition to the class work each student is required to do a minimum amount of practical extension work. A careful report of all ministerial activities, such as number of religious services, time and place of meetings, messages preached, approximate attendance, conversions, rededications, life service volunteers, offerings, tract distributions, personal contacts, pastoral visitation, etc., is made each week by the student.

Not applicable toward a major in any department.

Both semesters, one hour each semester the student is enrolled in the ministerial course. A maximum of eight hours is allowed.

Pr. 201, 301, 401—*The Bible and Practical Problems*

A laboratory summer extension course required of all ministerial students who expect to re-enroll in Bob Jones University for the following fall session. Requirements include assigned Bible readings, readings in devotional and homiletics books, and practical field work including, preaching, the conducting of public religious services, dealing with individuals about their spiritual problems, and the distribution of religious literature. The course covers a period of ten weeks during which time the student submits detailed weekly reports of all his activities. These reports are carefully read and checked in the University summer extension office.

Three semester hours each summer. A maximum of nine hours is allowed. Required each summer of every ministerial student but credit may not be applied toward the 30 hours of a major in Religion.

Pr. 102, 202, 302, 402—*Practical Instruction for Christian Workers*

A course in the fundamentals of evangelism and methods of Christian work. Open only to women students. Class work includes study of personal evangelism and methods of reaching various children and ladies groups with the gospel. Class groups conduct child evangelism classes, Sunday school classes, cottage prayer meetings, etc.

Both semesters, one hour each semester. Not applicable toward a major in any department.

Pr. 501, 601, 701—*Practical Theology*

A laboratory summer extension course required of all graduate ministerial students who expect to re-enroll in Bob Jones University for the following fall session. Basic requirements are the same as those for the undergraduate course, "The Bible and Practical Problems," with differentiation made in the reading requirements and in the quality of work required.

Three or four hours each summer. Will be taken for three hours credit each summer by candidates for the B.D. degree, a total of six hours being required in Pr. 501 and 601 for the B.D. degree. Taking for four hours credit by ministerial students who expect to earn the M.A. degree, these four hours being a part of the 36 hours required for the ministerial M.A. candidate. A maximum of ten hours applicable toward a minor in Practical Studies for the Ph.D. degree, four hours for the M.A. program and three hours for each of two summers beyond the M.A.

Pr. 502, 602—*The Preparation and Delivery of Sermons*

A laboratory summer extension course in the theory of homiletics and the application of this theory in practical work. Requirements include studies in homiletics texts and supplementary readings. Each week the student is required to submit to the summer extension office a thoroughly outlined manuscript copy of an original sermon preached during the week.

Three semester hours each summer. Six semester hours required for the B.D. degree.

Pr. 503—*Studies in Preaching*

A reading course in biographies and sermon masterpieces of famous preachers and evangelists of the past and present. Weekly assignment reports will be made to the summer extension office.

Six hours each summer. Offered primarily for candidates for the B.D. degree who have met the first two years' requirement of New Testament Greek and who wish to earn through extension six hours of credit to apply toward the twelve hours credit required in lieu of the first two years of Greek.

Pr. 504—*Studies in Missions*

A reading course in the methods and principles of Christian Missions. Assignments

Library
Bob Jones University
Greenville, S. C.

in the biographies of missionaries, the promotion of world missions, and other phases of missionary activity.

Six hours each summer. Offered primarily for candidates for the B.D. degree who have met the first two years requirement of New Testament Greek and who wish to earn through extension six hours of credit to apply toward the twelve hours credit required in lieu of the first two years of Greek.

Pr. 505—Church Polity and Practice

The basic forms of church government, forms of worship, administration of the ordinances, and marriage and burial services of the leading denominations are studied. Lectures on the historical growth of these ideas are given. Class study includes the methods of parliamentary procedure.

One semester, two hours.

DEPARTMENT OF CHRISTIAN EDUCATION

MR. BRAMAN, MR. LIVERMAN, DR. STENHOLM, MISS STRUTHERS

BACHELOR OF ARTS DEGREE

The requirements for a Bachelor of Arts degree with a major in the Department of Christian Education are 30 hours, including: Bi. 100, Bi. 200, Bi. 300, CE. 300, CE. 404, a minimum of 9 hours in Christian Education methods courses (these courses are CE. 200, 201, 301, 302, 303, 304, 405, 407, 408, 409), and 3 hours which may be taken in any course listed in the Division of Bible or the Departments of Christian Education or Christian Missions.

Students who major in the Department of Christian Education are required to complete an academic minor in the College of Arts and Science. Ministerial students who major in Christian Education are also required to complete 6 hours of Greek or Hebrew on the 300 level.

In addition to the 30 hours required for a major in the Department of Christian Education many students will wish to elect as many hours as possible in the Division of Bible. These students are reminded, however, that not more than 40 hours in any one area of study may be applied toward the requirements for graduation; therefore, these students should be careful not to exceed this maximum.

UNDERGRADUATE COURSES

CE. 200—Christian Day Schools

A study of the growth and types of week day religious instruction. Special attention is given to present trends and curriculum needs; techniques, methods and their evaluation. Discussions and practical work.

First semester, two hours. Prerequisite or parallel, Bi. 100, 200.

CE. 201—Daily Vacation Bible School

Aims and methods, organization and administration of the daily vacation Bible School. Text, lectures, reading assignments, discussions, and practical work.

Second semester, two hours. Prerequisite or parallel, Bi. 100, 200.

CE. 202—Chalk Talk

The problems of chalk talk and its composition will be dealt with, emphasis being laid on presentation of the Gospel in new and interesting visual form. Identical with Ar. 205.

Both semesters, one hour each semester.

CE. 300—Introduction to Christian Education

A survey course of the whole field of Christian Education, objectives, principles, problems, methods, materials, and programs; institutions promoting Christian Education, present-day trends.

Both semesters, three hours each semester. Prerequisite, Bi. 100, 200.

CE. 301—Teaching Bible in the Secondary School

The Bible as a textbook in Christian Education; a study of the aims and objectives of Bible teaching; teaching aids; evaluation of methods and materials; lesson building relating instruction to life. Offered by the School of Education. Identical with SE. 302.

One semester, two hours. Prerequisite, Bi. 100, 200.

CE. 302—Principles and Methods of Youth Work

A study in the promotion and direction of all types of youth work—young people's societies in the local church, evangelistic youth rallies, and summer camps.

Second semester, two hours. Prerequisite, Bi. 100, 200.

CE. 303—Sunday School Administration

A study of the development of the Sunday School to the present day, including principles and methods of Sunday School building and enlargement, reaching the Sunday School constituency, department organization and supervision, objectives, methods, and soul winning.

First semester, two hours. Prerequisite, Bi. 100, 200.

CE. 304—Recreational Leadership in Christian Education

A theory course in the physical education phase of the Christian Education program. A study of the forms of recreation and crafts suitable for use in the daily vacation Bible schools, summer camps, youth rallies, etc.

First semester, two hours. Prerequisite, concentration in the department of Christian Education.

CE. 400—History of Religions

An intensive study of the great non-Christian religions of the world in India, China, Japan, Greece, the Roman Empire, Egypt, Babylonia, Europe, and the Americas in respect to history, literature, development, and present status, from the Christian standpoint. Identical with CM. 400.

First semester, three hours. Prerequisite, Bi. 100, 200.

CE. 401—History of Modern Cults

An evangelical study of the modern cults in the light of the superiority and finality of conservative Christianity.

Second semester, three hours. Prerequisite, Bi. 100, 200. Identical with CM. 401.

CE. 402—Problems of Church and Society

A study and interpretation of the elements of social progress, social needs and problems, aims, ideals and standards; Christian social standards, ideals and aims; methods of the propagation of Christianity; molding of Christian social policy and attitudes toward modern social movements and conditions. Analysis of selected social problems from the Christian viewpoint. Lectures, reading reports, special assignments, and conferences.

First semester, three hours. Prerequisite, Bi. 100, 200.

CE. 404—History of Christian Education

A study of the development of religious education from the time of the Hebrews and early Christians until the present. Attention will be given to the rise of the modern Sunday School and the development of Christian Education and training today.

One semester, two hours. Prerequisite, Bi. 100, 200.

CE. 405—Curriculum of Christian Education

A consideration of the problems of lesson materials and other factors in the teaching

process. Evaluation of other curricula as found in Christian Education activities of various denominations.

Second semester, three hours. Prerequisite, Bi. 100, 200.

CE. 406—*Hymnology*

A comprehensive study of the lives and hymns of hymnwriters from antiquity through the period of the Gospel songs.

Both semesters, two hours each semester. Prerequisite, Bi. 100, 200.

CE. 407—*Children's Methods and Materials*

Work of evangelism with children. Study of methods and materials. Class discussions, reports, and projects.

First semester, two hours. Prerequisite, Bi. 100, 200.

CE. 408—*Adolescent Methods and Materials*

Teaching methods and materials for various levels of adolescents. Class discussions, reports, and collection of materials.

Second semester, two hours. Prerequisite, Bi. 100, 200.

CE. 409—*Audio-Visual Aids*

A practical study of methods and techniques of winning the children to Christ, with special emphasis and demonstrations in the use of audio-visual aids in Christian teaching.

First semester, two hours. Prerequisite, Bi. 100, 200, and CE. 300.

GRADUATE COURSES

The Master of Arts degree may be earned with a major in Christian Education. The course requirements for the M.A. in Christian Education are listed and explained under "Requirements for the M.A. Degree" in the introductory section of the School of Religion.

The Doctor of Philosophy degree may be earned with a major or a minor in Christian Education. The specific course requirements for this degree will be worked out under the direction of the chairman of the department.

CE. 500—*Principles and Methods of Christian Education*

A study of the several phases of Christian Education, with special attention to the methods in use in various denominations in the Sunday School, the Young People's Departments, and adult Christian training and activities; and an evaluation of the methods and materials available in modern Christian work.

Both semesters, three hours each semester.

CE. 501—*Christian Sociology*

Social changes, problems, and developments through the ages with special emphasis on modern world problems in the light of the teachings of the Word of God.

Both semesters, three hours each semester.

CE. 502—*Christian Missions*

An evangelical study of the missionary work of the present time with an outlook on the possibilities in the post-war world. This study will include the study of World Missionary Conferences and of the leading personalities in the missionary world. Evangelistic methods of reaching the heathen with the Gospel of Jesus Christ will be prayerfully considered.

Both semesters, three hours each semester.

CE. 599—*Seminar in Christian Education*

Required of all students taking the Master of Arts degree with a major in Christian Education. Reading assignments on the important agencies of Christian education,

methods and principles, discussions and lectures, evaluation of materials and equipment in the field are studied.

Both semesters, three hours each semester.

CE. 600—*Philosophy of Christian Education*

A study of the philosophy of religious and Christian Education. Discussions and lectures of the various fields of Christian Education in different schools of thought.

Both semesters, three hours each semester.

CE. 601—*Psychology of Religion*

A reverent examination of the intellectual, emotional, and volitional processes that accompany religious awakening and particularly Christian conversion, with a study of normal and exceptional features in the various expressions and exercises of religious experience. (Identical with Ph. 502.)

Both semesters, three hours each semester.

CE. 602—*Worship in Christian Education*

A study of worship materials and methods used by various denominations in the church school, young people's societies, church services, prayer meetings, child evangelism classes, Bible reading, preaching, and other phases of Christian work.

One semester, three hours.

Other graduate courses in Christian Education will be offered upon demand. Courses listed under the Department of Christian Education on the 300-400 level which have not been taken previously may be taken for graduate credit when they are included on the graduate schedule.

DEPARTMENT OF CHRISTIAN MISSIONS

MR. BRAMAN, MR. PEARSON, DR. STENHOLM

BACHELOR OF ARTS DEGREE

The requirements for a Bachelor of Arts degree with a major in the Department of Christian Missions are 30 hours including: Bi. 100, Bi. 200, Bi. 300, CM. 200, CM. 201, CM. 202, CM. 300, CM. 400, and 3 elective hours which may be taken in any course listed under the Division of Bible or the Departments of Christian Education or Christian Missions.

Students who major in the Department of Christian Missions are required to complete an academic minor in the College of Arts and Science. Ministerial students who major in Christian Missions are not required to complete 6 hours in Greek or Hebrew on the 300 level provided they choose to minor in a modern foreign language.

In addition to the 30 hours required for a major in the Department of Christian Missions, many students will wish to elect as many hours as possible in the Division of Bible. These students are reminded, however, that not more than 40 hours in any one area of study may be applied toward the requirements for graduation; therefore, these students should be careful not to exceed this maximum.

CM. 200—*History of Christian Missions*

A study of the principles of Christian missions, outlines of missionary history, and biographies of great missionaries.

One semester, three hours. No prerequisite.

CM. 201—*The Biblical Basis of Missions*

The Divine origin, characteristics, and program of missions in the Old and New

Testaments, the relation of the Church as a whole, the local church, the pastor, and the individual Christian to the missionary enterprise.
First semester, two hours. No prerequisite.

CM. 202—The Promotion of World-Wide Missions

The study and practice of the methods of promoting world-wide missions, such as prayer bands, missionary rallies, conferences, programs, projects, etc.
Second semester, two hours. No prerequisite.

CM. 300—Principles and Methods of Modern Missions

Administration and organizations of missions; qualification and support of candidates; adjustment to the new environment of the mission field; relation of missionaries to each other and to the natives; missions and governments; native churches and their problems; other problems of practical importance to the prospective missionary.

Both semesters, three hours each semester. No prerequisite.

CM. 301—Home Missions

A study of the various types of home mission activity. Evaluating the work of Child Evangelism, rural Bible missions, rescue missions, and other phases of mission work.

One semester, three hours.

CM. 400—History of Religions

An intensive study of the great non-Christian religions of the world in India, China, Japan, Greece, the Roman Empire, Egypt, Babylonia, Europe, and the Americas in respect to history, literature, development, and present status, from the Christian standpoint. Identical with CE. 400.

First semester, three hours. Prerequisite, Bi. 100, 200.

CM. 401—History of Modern Cults

An evangelical study of the modern cults in the light of the superiority and finality of conservative Christianity.

Second semester, three hours. Prerequisite, Bi. 100, 200. Identical with CE. 401.

DIVISION OF THEOLOGY

CLIFFORD L. BRAMAN, M.A., Chairman

DR. BROKENSHERE, DR. PARRIS, DR. PAYNE, MR. WITTE

The Division of Theology of the School of Religion includes the Department of Philosophy of Religion and the Department of Theology.

Graduate work only is offered in this division. The Master of Arts degree may be earned in this division with a major in the Department of Theology. The Doctor of Philosophy degree may be earned in this division with a major in the Department of Theology; or this degree may be earned with a divisional major including work in both departments of the division. The Doctor of Philosophy degree may be earned in this division with a minor in the Department of Philosophy of Religion or the Department of Theology; or this degree may be earned with a divisional minor including work in both departments of the division.

DEPARTMENT OF PHILOSOPHY OF RELIGION

Ph. 500—Philosophy of Religion

A study of the nature and validity of religious experience and an examination of the rational justification of theistic and Christian conviction as affording an adequate cognition of Ultimate Reality.

Both semesters, three hours each semester.

Ph. 501—Apologetics

A comprehensive course preparing the student for a scholarly defense of the conservative position. Analysis and refutation of claims of unbelievers. Special emphasis on evidences for the resurrection of Christ and Paul's conversion.

One semester, three hours.

Ph. 502—Psychology of Religion

A reverent examination of the intellectual, emotional, and volitional processes that accompany religious awakening and particularly Christian conversion, with a study of normal and exceptional features in the various expressions and exercises of religious experience.

Both semesters, three hours each semester.

Ph. 503—Pastoral Psychology

A systematic study of the psychic phenomena of the religious nature and the most tactful and effective methods of dealing with the spiritual needs of different types of personality in the light of the Gospel and modern investigation of religious experience, together with suggestions relating to the cultivation of the minister's own devotional life and spiritual influence.

Both semesters. Three hours each semester.

Ph. 504—Christian Ethics

A study of Christian ethics as distinguished from and related to dogmatics and philosophical ethics. Study of ethical theories, problems, and the basis and formulation of a Christian ethic. The application of the principles of such an ethic to the problems of everyday individual and social life. Biblical ethics and ministerial ethics.

Two semesters, three hours each semester.

Ph. 600—Medieval Philosophy

A study of the philosophical and theological movements which originated with Neo-Platonism, Augustinianism, the Aristotelian-Christian synthesis of Thomas

Aquinas, Scholasticism, and a consideration of the Neo-Thomist movement of the present time.

Both semesters, three hours each semester.

Ph. 601—The Philosophical Backgrounds of Theology

An analysis of philosophical methods as they effect the elucidation of the Christian Faith. The methods considered are the Platonic, Aristotelian, Scholastic, Cartesian, Kantian, Hegelian, and existential.

One semester, three hours.

Ph. 602—Modern Philosophies of Religion

A consideration of the religious philosophies of Brightman, Wieman, Troeltsch, Tennant, Royce, R. Otto, Baillie, and Tillich.

One semester, three hours.

Ph. 603—Seminar: Kant

A detailed study of Kant's major works showing the impact of critical thinking upon religious thought.

One semester, three hours.

Ph. 604—Seminar: Hegel

An intensive study of Hegel's thought and its relation to modern philosophy and the dialectical materialism of Karl Marx.

One semester, three hours.

Ph. 605—The Problem of Religious Knowledge

A philosophical consideration of the general epistemological presuppositions of religious epistemology including the theories of mysticism, idealism, empiricism, realism, critical rationalism, and pragmatism.

Both semesters, three hours each semester.

DEPARTMENT OF THEOLOGY

Th. 500—Systematic Theology

The great doctrines of the Christian religion, the great systems and theologians, the relations of theology, philosophy, and science, with emphasis on the evangelical body of doctrine held generally by historic, orthodox Christians.

Both semesters, three hours each semester.

Th. 501—Biblical Theology

A thorough exegetical study of the theology, anthropology, hamartiology, soteriology, angelology, and eschatology of the Bible as these doctrines were unfolded and developed in the progressive stages of divine revelation. This course aims to give the student a comprehensive exposition of the historical self-disclosure of God on record in the Bible, which is the basis of any Christian theological or philosophical system. Identical with OT. 560 and NT. 570.

Both semesters, three hours each semester.

Th. 502—History of Christian Doctrine

A study of the history of Christian doctrines, the formulation of theological systems, and the work of the great leaders in theological thought from apostolic times until the present.

Both semesters, three hours each semester.

Th. 503—Advanced Theology

A careful study and discussion of the major topics of evangelical theology on the basis of some recognized text, as that of Charles Hodge.

Both semesters, three hours each semester.

Th. 599—Seminar in Theological Studies.

Research papers and directed reading, with weekly seminar discussions of vital and

current theological problems. Term paper. Required of all M.A. candidates majoring in theology.

Both semesters, three hours each semester.

Th. 600—Seminar in Theological Classics

A survey of the great theological classics with special reference to the life and times of the great Christian writers. The first semester will be devoted to the study of the writings of Irenaeus, Origen, Augustine, Anselm, Aquinas, and Luther. The second semester will be devoted to the study of the writings of Calvin, Wesley, Schleiermacher, Ritschl, Kierkegaard, and Barth.

Both semesters, three hours each semester.

Th. 601—Contemporary Theology

An evaluation in the light of the Scriptures of European theologies including the systems of Kierkegaard, Barth, and Brunner and a careful study of the American theological frontier in the light of the Biblical and theological view of the Kingdom of God, including a criticism of the social Gospel and the idealistic, neo-naturalistic, pragmatist, and humanist types of theology.

Both semesters, three hours each semester.

Th. 602—Christology

A reverent study of the place of our Lord Jesus Christ in Christian thought and experience from the early church to the present. Christology is studied in this course as it is stated in the christological formulas of historic Christianity and as the central doctrine of the Christian faith.

Both semesters, three hours each semester.

DIVISION OF CHURCH HISTORY

CHARLES D. BROKENSHERE, M.A., D.D., Chairman
MR. MURK, MR. WITTE

Graduate work only is offered in this division. The Master of Arts degree may be earned in this division with a major in church history; the Doctor of Philosophy degree may be earned in this division with a minor in church history.

CH. 500—*Church History*

A detailed study of the triumph of Christ and His church from the apostolic age to the present, as revealed in the succession of great events, the experience and influence of the great personalities, and the progressive formulation of doctrine. Particular stress in the first semester is laid on the early period, and in the second semester on the Reformation. An evangelical interpretation of the history of Christianity.

Both semesters, three hours each semester.

CH. 502—*History of Christian Doctrine*

A study of the history of Christian doctrines, the formulation of theological systems, and the work of the great leaders in theological thought from apostolic times until the present. Identical with Th. 502.

Both semesters, three hours each semester.

CH. 503—*American Church History*

A study of the history of the Christian Church in America from its European origins to the present. Colonial beginnings. Puritanism. Revivalism. The Church and the Revolution. Religious liberty. The Church and slavery. Sectionalism. Denominationalism. Recent tendencies.

One semester, three hours.

CH. 504—*Christian Symbolics*

A study of the history and contents of the creeds and confessions of the Christian faith, and their expression in the distinctive doctrines of the various churches or denominations. Some attention will be given to denominational origins, backgrounds and histories.

One semester, three hours.

CH. 599—*Seminar in Church History*

Extensive directed readings with weekly seminar discussions designed to familiarize the students with the original writings in the field. Required of all M.A. students taking a major in Church History.

Both semesters, three hours each semester.

School of Fine Arts

KARL E. KEEFER, M.A., Mus.D., A.G.O., Dean

GENERAL INFORMATION

DIVISIONS AND DEPARTMENTS

The departments of the School of Fine Arts are organized into three divisions according to the following plan:

I. DIVISION OF ART

II. DIVISION OF MUSIC

DEPARTMENT OF MUSIC THEORY
DEPARTMENT OF SACRED MUSIC
DEPARTMENT OF VOICE
DEPARTMENT OF PIANO
DEPARTMENT OF ORGAN
DEPARTMENT OF VIOLIN AND OTHER STRINGED INSTRUMENTS
DEPARTMENT OF WOOD-WIND AND BRASS INSTRUMENTS

III. DIVISION OF SPEECH

DEPARTMENT OF INTERPRETIVE SPEECH
DEPARTMENT OF PUBLIC SPEAKING
DEPARTMENT OF DRAMATIC PRODUCTION
DEPARTMENT OF RADIO AND TELEVISION

IV. DIVISION OF CINEMA

REQUIREMENTS FOR BACCALAUREATE DEGREES

The School of Fine Arts offers to undergraduate students the degree of Bachelor of Arts with a major in art, sacred music, piano, organ, voice, violin, interpretive speech, public speaking, dramatic production, and radio, and the degree of Bachelor of Science with a major in cinema. The requirements for these majors will be found under the section of the catalogue devoted to the department concerned.

Each student earning a baccalaureate degree with a major in the School of Fine Arts is required to meet the general requirements for his degree as outlined in the introductory section of this bulletin. Each student earning a degree is also required to complete a minor in the Department of English, Modern Language, Mathematics, Natural Sciences, or History in the College of Arts and Science. Requirements for these minors will be found listed under the department concerned.

Courses are offered by the School of Education leading to the Bachelor of Science degree in Art Education, Music Education, and Speech Education.

REQUIREMENTS FOR GRADUATE DEGREES

The School of Fine Arts offers to graduate students work leading to the Master of Arts degree in music or in speech, and the Master of Fine Arts degree in the combined fields of music, speech, and art. The prospective graduate student in Fine Arts should read carefully the general information for all graduate students given in the introductory section of this bulletin, as well as the detailed requirements for degrees outlined under the department of his interest.

To become a candidate for a graduate degree in the School of Fine Arts, a student must be the graduate of an approved college or university. He must present a background of general academic courses equivalent to the general requirements for the Bachelor of Arts degree in Bob Jones University.

UNDERGRADUATE PREREQUISITES

For the Master of Arts degree, the student must present thirty semester hours of acceptable undergraduate credits in his proposed major field, which credits must be in courses equivalent to those meeting the requirements for a Bachelor of Arts degree in this field in the School of Fine Arts of Bob Jones University.

For the Master of Fine Arts degree, the student must present at least thirty-six semester hours of acceptable undergraduate credits in two of the three fields of music, speech, and art, with not fewer than twelve semester hours in another field. He must also have satisfactorily completed the course FA. 300, Appreciation of the Fine Arts.

Any deficiencies either in general academic background or in the field of concentration must be removed before the student can become a candidate for an advanced degree.

GRADUATE REQUIREMENTS

Students earning the Master of Arts degree may specialize in piano, voice, organ, violin, sacred music, interpretive speech, public speaking, platform arts, dramatic production, or radio. Students earning the Master of Fine Arts degree will take work in two of the three fields of art, music, and speech.

One year of residence, thirty semester hours of graduate credits, and the satisfactory completion of a recital or other approved project are required. Detailed information concerning the courses to be taken in each field of specialization is given below under each department.

Students earning the Master of Fine Arts degree are required to take nine hours in one of the three fields of art, music, and speech, fifteen hours in another, and FA. 500, History of Culture.

Within the first half semester of a student's registration on the graduate level, he must appear before the faculty of his major department and demonstrate to their satisfaction his ability to do advanced work in his chosen field. At the end of the student's first full semester of graduate

work, the faculty will admit him to candidacy for an advanced degree, provided that all of the undergraduate prerequisites have been met, and that his first semester's work has been satisfactory.

In addition to the graduate courses listed below, the student may with the permission of his faculty adviser elect certain courses in line with his program of study which are numbered in the 300's and 400's, which courses may require special work for graduate credit. Upon sufficient demand, certain additional courses not listed below may be offered. All courses must be elected under the advice and with the approval of the head of the major department in which the student is earning his degree.

It is of course understood that a student who is admitted to candidacy for a graduate degree shall maintain a high level of achievement and scholarship, which shall be demonstrated by his earning an average of B in the work he takes while registered as a graduate student.

A recital or special project in the student's major field, or, in the case of students earning the M.F.A. degree, in his combined fields of interest, is required. The program for the recital, or the nature of the project, must be approved by the faculty of the student's major field(s) and by the Dean of the School of Fine Arts within the first half-semester of graduate study.

There may be special provision for students who submit an unusually good transcript and who have demonstrated on the undergraduate level much creative ability and initiative in research. If he desires, such a student may be permitted, at the discretion of the Dean of the School of Fine Arts, to secure part of the hours for his master's degree by special independent work under the supervision of a faculty adviser.

GENERAL COURSES

FA. 300—*Appreciation of the Fine Arts*

A course surveying the fields of art and music, designed to give the student an intelligent appreciation of the creative work which has been done in these fields. Recommended for students concentrating in the School of Fine Arts, as well as for the student in other fields who wishes to broaden his cultural appreciation. One semester (A) of the course will be devoted to art, the other (B) to music. Both semesters, three hours each semester. No prerequisite.

FA. 301—*English Language Diction*

A study of diacritical markings, pronunciation, and speech patterns as applied to the cultivation of "standard English" speech. Particularly valuable for the public speaker, the singer, and the radio announcer. First semester, three hours. No prerequisite.

FA. 302—*Foreign Language Diction*

The study of pronunciation in French, Italian, Spanish, German, and Latin, designed particularly for students majoring in voice and in radio announcing. Second semester, three hours. No prerequisite.

FA. 500—*History of Culture*

A comprehensive survey of the development of man's cultural expression through art, music, and literature, as these reflect the political, economic, and religious conditions in the various eras of human history. Both semesters, three hours each semester.

DIVISION OF ART

EDWARD A. ADAMS, M.F.A., Chairman
MR. BOPP, MISS CARRIER, MR. CYRUL,
MR. FORMO, MISS SPICKARD

DEGREES OFFERED

The Division of Art offers the Bachelor of Arts degree with a major in art. Courses are also offered in this division for the student earning the Bachelor of Science degree in Art Education offered by the School of Education. The Master of Fine Arts degree may be earned by taking graduate courses in the Division of Art, and certain courses in either the Division of Speech or the Division of Music, according to the information given under "Requirements for Graduate Degrees" in the introductory section of the School of Fine Arts.

REQUIREMENTS FOR DEGREES

Students planning to earn the Bachelor of Arts degree with a major in Art should consult with the Division of Art for the planning of their individual programs. The requirements for a major in Art are thirty hours, including Ar. 101, 102, 200, 201, 301 or 302, 303, 306, 307, 401. In addition, Ar. 403 must be elected.

Introduction to Art, Ar. 102, is required of all majors, and of non-majors who plan to fulfill a proficiency in Art. Every student is required to arrange an exhibition of his work during the final semester before his graduation; Ar. 401, "Directed Studies in Painting and Design," provides the opportunity for him to complete his work in a chosen area of interest under the supervision of the Art faculty.

Each undergraduate student earning a Bachelor's degree with a major in Art is required to meet the general requirements for his degree as outlined in the introductory section of this bulletin. Each student is also required to complete a minor in the College of Arts and Science.

Students planning to earn the Master of Fine Arts degree with a major emphasis in art will take FA. 500, 15 hours in art, and 9 hours in either music or speech, to make a total of 30 hours.

Each candidate for the M.F.A. degree is required to complete a creative project embodying principles formulated in both his major and minor fields, which will be decided upon in consultation with the student's faculty adviser and the Dean of the School of Fine Arts. In certain cases, a thesis appropriate to the course of study may be submitted in lieu of a project. The project or thesis must be approved during the first half-semester of graduate study, and must be completed and approved by the faculty at least ninety days in advance of graduation.

UNDERGRADUATE COURSES

Ar. 101—Drawing

Development of the powers of observation for drawing in a natural and creative way. Introduction to various drawing techniques, such as pencil, charcoal, pen and ink, and wash. The rendering of everyday objects; figure sketching of the costumed model. Elementary perspective.

Both semesters, two hours each semester. No prerequisite.

Ar. 102—Introduction to Art

A course for the beginning art student. Elementary survey of all the arts: architecture, painting, sculpture, photography, graphic arts, industrial design; and the crafts of weaving, silk-screening, ceramics and metal work. Students experiment with such art materials as clay, oil colors, pastels, and papier-mache. Classes are divided among lectures, studio work, and field trips. Required of art majors and students seeking a proficiency in art.

Either semester, two hours. No prerequisite.

Ar. 200—Design

seeking a proficiency in art.

Either semester, two hours. No prerequisite.

Ar. 200—Design

seeking a proficiency in art.

Either semester, two hours. No prerequisite.

Ar. 200—Design

seeking a proficiency in art.

Either semester, two hours. No prerequisite.

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seeking a proficiency in art.

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seeking a proficiency in art.

Either semester, two hours. No prerequisite.

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seeking a proficiency in art.

Either semester, two hours. No prerequisite.

Ar. 200—Design

seeking a proficiency in art.

Either semester, two hours. No prerequisite.

Ar. 200—Design

seeking a proficiency in art.

Ar. 209—Silk Screen (Serigraphy)

The process of silk screen printing. Demonstration and individual practice in production techniques for posters, cards, and textile designs. Principles of design, color, typography. The photographic process for serigraphic reproduction. Supply fee, \$5.00.

Second semester, two hours. Prerequisite, Ar. 200.

Ar. 300—Still Life

Course in drawing and painting. Representation of still-life objects; the study of composition, light and shadow relationships, and the rendering of texture and form. Media: charcoal, oil, gouache, and water-color.

Both semesters, one hour each semester. Prerequisite, Ar. 101.

Ar. 301—Sculpture

Study of the elements of three-dimensional form. Use of clay and plaster as a means of expression. Demonstrations and practice in modeling techniques, mold-making and casting. Supply fee, \$5.00.

First semester, two hours. No prerequisite.

Ar. 302—Ceramics

and casting. Supply fee, \$5.00.

First semester, two hours. No prerequisite.

Ar. 302—Ceramics

and casting. Supply fee, \$5.00.

First semester, two hours. No prerequisite.

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and casting. Supply fee, \$5.00.

First semester, two hours. No prerequisite.

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First semester, two hours. No prerequisite.

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and casting. Supply fee, \$5.00.

First semester, two hours. No prerequisite.

Ar. 302—Ceramics

and casting. Supply fee, \$5.00.

Ar. 402—Scenic Design

A study of principles and practices in scenic design.
First semester, three hours. No prerequisite.

Ar. 403—Art Seminar

Required of all students concentrating in the field of art. Not applicable toward a major in Art or Art Education.
Either semester, one hour. Prerequisite, permission from the head of the Art Department.

Ar. 404—Religious Art

A survey of the world's great religious painting and sculpture. Special emphasis upon the origin of symbolism and modes of expression in the early Christian Church.
First semester, two hours. No prerequisite.

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(For related courses, see the Department of Art Education under the School of Education.)

GRADUATE COURSES

Ar. 500—Graduate Directed Studies

Required of all graduate students in Art. Studio research on individual problems in painting, sculpture, and design.
Both semesters, three hours each semester.

Ar. 501—Survey of Architecture

A review of the outstanding periods and achievements in the history of architecture. Detailed study of structural and aesthetic principles characteristic of their transitional forms. Community and regional development.
First semester, two hours.

Ar. 503—Seminar in Contemporary Art

The development of the arts following the Industrial Revolution: the nineteenth century to the present day. Study of developments in painting and sculpture, and the specific contemporary arts of industrial design.
Second semester, two hours.

Ar. 506—Art in Industrial Society

A detailed study of the forces of mechanization, beginning with the implications generated in the Middle Ages and proceeding from the initial assembly line of the Eighteenth Century to the era of full mechanization characteristic of the Twentieth Century. Emphasis upon the role of the designer and his social significance.
First semester, three hours.

Ar. 507—The Art Curriculum

Analysis of existing curricula; study of course structure in both general art and professional programs.
Second semester, two hours.

DIVISION OF MUSIC

JIMMIE WOODS, M.A., Acting Chairman

DEPARTMENTS

The Division of Music of the School of Fine Arts includes the Departments of Music Theory, Sacred Music, Voice, Piano, Organ, Violin and other Stringed Instruments, and Wood-wind and Brass Instruments.

DEGREES OFFERED

The Bachelor of Arts and Master of Arts degrees may be earned in this division with a major in sacred music, voice, piano, organ, or violin.

The Master of Fine Arts degree may be earned by taking graduate courses in the Division of Music, and certain courses in either the Division of Art or the Division of Speech, according to the information given under "Requirements for Graduate Degrees" in the introductory section of the School of Fine Arts.

Courses are also offered in this division for the student earning the Bachelor of Science degree in Music Education offered by the School of Education.

REQUIREMENTS FOR DEGREES

Requirements for both the Bachelor of Arts and Master of Arts degrees will be found below under the section of the catalogue devoted to the department concerned. Each undergraduate student earning the bachelor's degree with a major in this division must meet the general requirements for his degree as outlined in the introductory section of this bulletin and must also complete a minor in the College of Arts and Science.

Students planning to earn the Master of Fine Arts degree with a major emphasis in music will take FA. 500, 15 hours in music, and 9 hours in either speech or art, to make a total of 30 hours.

Each candidate for the M.F.A. degree is required to complete a project embodying principles formulated in both his major and minor fields, which will be decided upon in consultation with the student's faculty adviser and the Dean of the School of Fine Arts. In certain cases, a thesis appropriate to the course of study may be submitted in lieu of a project. The project or thesis must be approved during the first half-semester of graduate study, and must be completed and approved by the faculty at least ninety days in advance of graduation.

CREDIT IN APPLIED MUSIC

A student must take either MT. 100 or MT. 101, or must pass a proficiency examination demonstrating his knowledge of the material covered in MT. 100 before he may receive credit in applied music (piano, voice, violin, organ, or any other instrument). No student may take work in

more than two applied music fields at the same time without the permission of the administration, except in the case of sacred music majors with a proficiency in piano who will be allowed to take another applied music course in addition to piano and hymn-playing without special permission.

Any student planning to concentrate in any department of the Division of Music must, upon entrance, demonstrate native ability in music, and have a knowledge of music theory equivalent to that covered in MT. 100.

A music handbook which contains details of courses of study and departmental requirements may be consulted in the University Library.

DIVISIONAL COURSES

Mu. 400—History of Music

The work in music history is approached not only from the standpoint of the growth of music through the ages, but also in the light of the varying aesthetic ideals and thought movements. Thus, in a sense, this study is musicological in scope. The student is guided from the study of ancient Hebrew and Greek music through the Church age, the Baroque, classical, romantic, and impressionist periods to the modern schools of expressionism and atonality.

Both semesters, three hours each semester. No prerequisite.

Mu. 500—Musicology

Study of music as an art from a scientific, psychological, aesthetic, and historical standpoint; technique and methods in musicological research.

Both semesters, two hours each semester.

DEPARTMENT OF MUSIC THEORY

MISS ACHOR, MR. CANFIELD, MR. CHASE,
MR. GUSTAFSON, MR. HOLIDAY, DR. KEEFER,
MR. MACK, MR. NICCOLI, MR. ROOT, MR. WRIGHT

No concentration is offered in the Department of Music Theory. The courses in this department are offered primarily for the theory requirements of the various majors.

UNDERGRADUATE COURSES

MT. 100—Basic Music Theory

An elementary course in music theory, covering the fundamentals of music notation, scales, intervals, triads and general terms; also an introduction to sight-reading and dictation as presented in the *Folk Song Sight-Singing Series*. Designed for non-music majors.

Both semesters, two hours each semester. No prerequisite.

MT. 101—Freshman Music Theory

Similar to MT. 100, but a more comprehensive course. Designed for music majors, the course covers sight-singing, melodic dictation, basic harmonic progressions, and elementary keyboard harmony. The aural approach is stressed throughout the entire course.

Both semesters, three hours each semester. No prerequisite.

MT. 201—Sophomore Music Theory

Advanced melodic, rhythmic, and harmonic dictation; advanced harmony (including modulation, altered chords, contrapuntal harmony); keyboard harmony (including

triads and chords of the seventh); advanced sight-singing covering more complex rhythms, chromatics, and modulation.

Both semesters, five hours each semester. Prerequisite, MT. 101, and piano technique of third grade level.

MT. 300—Counterpoint

Counterpoint in two, three, and four voices in all species. The writing of two and three-part inventions. Analytical study of Bach's two and three-part inventions.

Both semesters, two hours each semester. Prerequisite, MT. 201.

MT. 301—Orchestration

A study of band and orchestral instruments, their ranges, technical and sonorous advantages and limitations, transpositions, and place in the score as a preparation for study and actual practice in arranging technique.

First semester, two hours. Prerequisite, MT. 201.

MT. 302—Choral Arranging

A study of technique in writing for choral groups. Applications in improvisation, transposition, and simple hymn arrangements, including solos, duets, trios, and quartets. Further arranging of secular and sacred works for use by choirs, small choruses, ensembles, and large choruses. Study and analysis of the great choral works.

Second semester, two hours. Prerequisite, MT. 201.

MT. 303—Elements of Conducting

A study of basic patterns for choral and orchestral conducting. Emphasis on baton technique. Actual conducting of various secular and sacred compositions.

First semester, two hours. Prerequisite, MT. 101.

MT. 304—Choral Conducting

A study of interpretation and building of repertoire of both secular and sacred choral selections. Actual conducting of works by Bach, Handel, Haydn, and Mozart. An intensive study of *Messiah*, with practical experience in class participation.

Second semester, two hours. Prerequisite, MT. 303.

MT. 305—Instrumental Conducting

A study of instrumental conducting and score-reading technique and rehearsal procedures. Acquainting the student with instrumental repertoire and practical experience in conducting compositions for small ensembles, band, and orchestra using recordings and actual groups.

Second semester, two hours. Prerequisite, MT. 303.

GRADUATE COURSES

MT. 500—Orchestral Conducting and Score-Reading

Study of symphonic and operatic scores, with conducting of recorded symphonies and operas from full orchestral score. Playing from the full score at the keyboard.

Both semesters, two hours each semester.

MT. 501—Form and Analysis

A complete study in musical form, its development from early to recent times, its use in period interpretation of musical compositions and its direct organization in music from the simple motif to the large sonata-allegro form inclusive.

Both semesters, two hours each semester.

MT. 502—Advanced Keyboard Harmony

Keyboard harmonization of melodies and basses, sequences, cadences, modulations, transposition, and improvisation.

Both semesters, two hours each semester.

MT. 503—Modern Harmony

Study of the works and idioms of modern composers from Debussy to the present day; the technique of the impressionistic, atonal, polytonal, and neo-classic schools. Both semesters, two hours each semester.

MT. 504—Composition

Composition of original material for vocal and instrumental combinations. Writing is guided on the modal, classical, romantic, neo-classic, impressionistic, expressionistic, and modern harmonic and theoretic idioms. Both semesters, two hours each semester.

DEPARTMENT OF SACRED MUSIC

MISS ACHOR, MR. BARTLETT, MRS. CAGLE, MR. CHASE,
MR. GINGERY, MRS. RANKIN, MRS. WRIGHT

REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE

The requirements for a major in Sacred Music are 30 hours, including Mu. 400, MT. 101, 201, 301, 302, 303, and 304. In addition, SM. 401, CE. 406, Vo. 102, and Or. 101A and 102 must be elected.

Students concentrating in Sacred Music must gain a practical knowledge of piano satisfactory to the Piano Department. A student who plans to major in Sacred Music must start taking piano his freshman year and continue to elect piano until this requirement is met.

Students must choose to take a proficiency in voice or an instrument, and must pass a platform examination in this chosen proficiency during the sophomore year before being considered approved for a major in sacred music. A short public proficiency recital in this field must be presented the first semester of the senior year. A student choosing piano as his proficiency must be able to create and play hymn arrangements of the difficulty of those done in SM. 300, or take the course.

In addition to his main proficiency, the student shall attain a minimum degree of proficiency in piano, organ, and voice, one of which may also be his main proficiency. Achievement in these fields shall be demonstrated to the satisfaction of the music faculty, and should be so demonstrated as early as possible in the student's course of study.

During the junior and senior years the sacred music major is required to complete a special project in sacred composition which is selected in consultation with the music faculty. This may consist of:

- An arrangement of a hymn, gospel song, or other sacred work for chorus and orchestra, or
- The arrangement of a group of sacred works for vocal ensembles and chorus, or,
- A hymn arrangement for chorus plus a paper covering some phase of the history of sacred music.

A limited number of the best arrangements are chosen by the music faculty for a public performance, conducted by the student-arranger.

UNDERGRADUATE COURSES**SM. 100—Beginning Gospel Song and Hymn Playing**

Special stress is laid on song and hymn repertoire in all keys and rhythms. An elementary study of chord formation is presented and the student is trained in devices for congregational accompaniment. Both semesters, no credit. Prerequisite, Grade III piano material.

SM. 200—Intermediate Gospel Song and Hymn Playing

This course includes sight-reading of songs and hymns and a further study of chord formation, transposition, medley grouping, improvisation, solo and congregational accompaniment. Both semesters, one hour each semester. Prerequisite, SM. 100.

SM. 201—Evangelistic Song Leading

A course designed to meet the needs of students who wish training in the conducting of evangelistic singing rather than more advanced choral and orchestral conducting. It includes the study of the basic mechanical forms of rhythm, the fundamentals of beating time, the choosing of hymns and gospel songs for evangelistic musical programs, the smaller forms of the hymn-anthem used for youth choirs and chorus groups in evangelistic services, the use and interpretation of the gospel song in solo, duet, trio, and other ensemble groups. Either semester, two hours. Prerequisite, MT. 100 or pass proficiency examination in basic theory.

SM. 300—Evangelistic Playing and Hymn Transcription

Evangelistic playing of gospel songs and hymns requires a thorough foundation of hymn playing and theory. From this point, the student works over various types of hymns in orchestral style. Other aspects of original pianistic treatment of sacred music are introduced as the need and musicianship of the student manifest themselves. Both semesters, one hour each semester. Prerequisite, SM. 200.

SM. 401—Music in Worship

A study of the responsibilities and problems of the church musical director. The use of music in relation to the various forms of worship service with special emphasis upon the choir director and his choir. Second semester, two hours. Prerequisite, MT. 101.

REQUIREMENTS FOR THE MASTER OF ARTS DEGREE

For a major in sacred music, the student will take Mu. 500, SM. 500, 503, 504, 505, 4 hours in music theory, 4 hours in applied music, 4 hours in the teaching methods course offered by the department of his chosen applied music proficiency, and sufficient additional hours in music to make a total of 30 hours. If the student is not a voice proficiency, he should take at least one semester of teaching methods in voice.

Before being considered approved for a concentration in sacred music on the graduate level, the student must choose to take a proficiency in voice or an instrument, and he must pass a platform test in this field during the first semester of graduate study, or in the case of students planning to receive the M.A. degree in one year, during the first nine-weeks of graduate study. A public recital in this applied music proficiency must be presented during the last semester of graduate study.

In addition to his main proficiency, the student shall attain a minimum degree of proficiency in piano, organ, and voice, one of which may

also be his main proficiency. Achievement in these fields shall be demonstrated to the satisfaction of the music faculty, and should be so demonstrated as early as possible in the student's course of study.

Before graduation, the student shall prepare a creative project, such as the composition and public presentation of an original brief cantata or a similar assignment. In certain cases, the preparation of a thesis of high scholastic quality may be permitted in lieu of a creative project. The project or the thesis must be approved by the student's faculty adviser during the first half-semester of graduate study, and must be completed and approved by the music faculty at least ninety days in advance of graduation.

GRADUATE COURSES

SM. 500—*The History of the Development of Music in Worship*

Liturgical music from the time of the early Christian church; Gregorian chant; polyphonic choral schools and their culmination in Palestrina; the sacred works of Bach, Handel, Haydn, Mendelssohn, and the Russian choral school of church music. Music in the non-liturgical worship service. Both semesters, two hours each semester.

SM. 501—*Cantata and Oratorio*

A survey of the historical development of cantata and oratorio, and a study of representative works of Bach, Handel, Haydn, Mendelssohn, Brahms, etc. Both semesters, two hours each semester.

SM. 502—*Advanced Choral Conducting*

A study of interpretation and styles of advanced choral compositions. Actual practice in conducting these works. Both semesters, two hours.

SM. 503—*Choir Problems and Methods*

A practical study of the problems involved in directing the church choir. First semester, two hours.

SM. 504—*Anthem Literature*

A survey of the materials used by the choir in non-liturgical worship services. Second semester, two hours.

SM. 505—*Professional Practice*

Actual conducting of congregational singing, coaching of instrumental or vocal ensemble groups, and other practical musical experience under faculty observation and direction. There will be a limited enrollment in this course. Both semesters, one hour each semester.

DEPARTMENT OF VOICE

MR. BARTLETT, MRS. BARTLETT, MRS. CHASE,
MR. GINGERY, MR. GUSTAFSON, MRS. GUSTAFSON,
MRS. HANSEN, MISS LEVINSON, MRS. LIVERMAN,
MRS. LONG, MRS. MACK, MRS. RANKIN, MISS TRESSLER

REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE

Singing implies natural gifts of voice developed by study to such a degree of technical skill as makes the voice responsive to the will. Musicianship is essential. Interpretive power is possible only for those who have a fine technical foundation. No previous training in voice is required for en-

trance to voice study; however, the student should have had training in the elements of music, including one or more years of piano study.

The requirements for a major in voice are 30 hours, including Mu. 400, MT. 101, 201, Vo. 100, 200, 300, and 400. In addition, ME. 400, Sp. 300, and FA. 301 and 302 must be elected.

Students must pass a platform examination in voice during the sophomore year before being considered approved for a voice major. A public recital must be given during the semester preceding the semester of graduation.

Voice majors are required to achieve a substantial degree of proficiency in piano, and must pass a proficiency examination in piano given by the piano faculty. Therefore, piano must be elected the freshman year and each semester thereafter until this requirement is met.

Students who plan to major in voice should elect as their language requirement Italian, French, or German. Any voice student may be required to hold membership in any of the college choral groups.

VOICE CLASSES

Voice is offered to all students, including beginners, without additional cost about regular tuition, except the voice practice fee required of all students registered for voice instruction. These classes are arranged according to demand and are listed in the class schedule distributed at the beginning of each semester.

UNDERGRADUATE VOICE INSTRUCTION

Vo. 100—*Freshman Voice*

Study of the fundamentals of correct breathing and tone production, simple vocalizes; principles of phonetics as applied to singing; simple songs in Italian or English. Both semesters, one hour each semester. No prerequisite.

Vo. 102—*Basic Vocal and Choral Techniques*

A study of the basic principles of vocal production with special attention given to the technical problems of the individual. Discussion and application of these principles in group voice training with special attention to work with the church choirs. Open to students concentrating in sacred music and music education who do not take a proficiency in voice. Both semesters, one hour each semester. No prerequisite.

Vo. 200—*Sophomore Voice*

Establishment of the principles of song projection and stage deportment; vocalizes of medium difficulty; songs of the old Italian classics, early French, German Lieder, and old English; simple operatic arias. Both semesters, one hour each semester. Prerequisite, Vo. 100.

Vo. 300—*Junior Voice*

Continued study of vocalizes; operatic arias—French, German, or Italian; selections from the lighter oratorios and cantatas; English songs of medium difficulty. Preparation for senior recital. Both semesters, one hour each semester. Prerequisite, Vo. 200.

Vo. 400—Senior Voice

More difficult operatic arias; selections from the heavier works of oratorio; modern English songs, senior recital presenting selections from the Italian, French, or German schools, old English and modern English.

Both semesters, one hour each semester. Prerequisite, Vo. 300.

Note: It is understood that the outlines of voice material given above are flexible, and the material studied on each level will be adapted to the student's individual capacities and needs, along the broad outlines of the work indicated.

REQUIREMENTS FOR THE MASTER OF ARTS DEGREE

For a major in voice the student will take Mu. 500, Vo. 500, 501, 502, 503, 4 hours in the department of music theory, 6 hours of a foreign language, and sufficient additional hours in music to make a total of 30 semester hours.

Before being considered approved for a concentration in voice on the graduate level, the student must pass a platform test the first semester of graduate study, and in the case of students planning to receive the M.A. degree in one year this test must be passed the first nine weeks of graduate study.

Before graduation, the student will present a recital in voice, the program for which must be approved by his faculty adviser during the first half-semester of graduate study. A student concentrating in voice must have a reading knowledge of either French, German, or Italian, and must be able to pronounce correctly all three.

GRADUATE COURSES

Vo. 500—Graduate Voice

Both semesters, credit varying from one to four hours each semester, depending upon the amount and quality of work done and the recommendation of the voice faculty.

Vo. 501—Voice Literature

A detailed survey of the literature in voice with special emphasis on analysis, style, and development of technique.

First semester, two hours.

Vo. 502—Oratorio

A detailed survey of oratorio literature with special emphasis on analysis of vocal style and development of technique.

Second semester, two hours.

Vo. 503—Advanced Principles and Methods of Vocal Technique

Various methods and teaching techniques analyzed, compared and evaluated. Presentation of advanced principles of vocal production, interpretation, and styling. Practice teaching.

Both semesters, two hours each semester. Prerequisite, ME. 400.

DEPARTMENT OF PIANO

MISS ACHOR, MISS BROWN, MRS. CAGLE, MISS CHRISTMAN,
MISS LAWTON, MISS McKENZIE, MR. MACK, MISS MILLER,
MISS NEWQUIST, MISS OLSON, MISS PERRY, MRS. ZIMMERMAN

REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE

Students who wish to major in piano must qualify on entrance through fourth grade piano material. The requirements for a major in piano are 30 hours including Mu. 400, MT. 101, 201, Pi. 100, 200, 300, and 400. In addition, ME. 402 and Sp. 300 must be elected.

Students must pass a sophomore platform examination in piano before being considered approved for concentration in piano. A public recital must be given a semester before graduation.

Since a good pianist should be able to accompany other musicians as well as perform as a soloist, all piano majors and proficiencies will be required to do some accompanying of voice lessons as part of their piano requirements.

The purpose of the department is to meet adequately the individual need of each student, whether it has to do with requirements for a voice, violin, or organ major, or solo-artist performance. A piano student is guided through training in proper tone, technique, and interpretation.

Repertoire classes which meet at regular intervals give the students opportunities of performing publicly and becoming acquainted with the standard literature of the piano.

The study of the piano for use especially in evangelistic and other Christian work is described in the section of the catalogue devoted to the Department of Sacred Music.

PIANO CLASSES

Piano is offered to all students, including beginners, without additional cost above regular tuition, except the piano practice fee required of all students registered for piano instruction. These classes are arranged according to demand and are listed in the class schedule distributed at the beginning of each semester.

UNDERGRADUATE PIANO INSTRUCTION

Pi. 100—Freshman Piano

Study in acquiring sound, authoritative technique; Bach: Two and Three-Part Inventions; careful study and performance of suitable compositions from the works of Mozart, Beethoven, Chopin, Schumann, and Debussy. Practical experience in accompanying.

Both semesters, one hour each semester. Prerequisite, ability to play fourth grade piano material.

Pi. 200—Sophomore Piano

A continuation and intensification of the work described under Pi. 100. Both semesters, one hour each semester. Prerequisite, Pi. 100.

Pi. 300—Junior Piano

Further study of classic piano works, together with preparation of the senior recital. Both semesters, one hour each semester. Prerequisite, *Pi. 200*.

Pi. 400—Senior Piano

Preparation and presentation of senior recital program, consisting of such representative compositions as Bach: Prelude and Fugue from the Well-Tempered Clavichord; Beethoven: Sonata, Op. 81A; Schumann: Fantasy Pieces; Chopin: Nocturnes or Polonaises; Debussy: Images. Advanced accompanying. Both semesters, one hour each semester. Prerequisite, *Pi. 300*.

Note: It is understood that the outlines of piano material given above are flexible, and the material studied on each level will be adapted to the student's individual capacities and needs, along the broad outlines of the work indicated.

REQUIREMENTS FOR THE MASTER OF ARTS DEGREE

For a major in piano, the student will take Mu. 500, *Pi. 500*, 501, 502, 4 hours in the department of music theory, 6 hours of a foreign language, and sufficient additional hours to make a total of 30 semester hours.

Before being considered approved for a concentration in piano on the graduate level, the student must pass a platform test the first semester of graduate study, and in the case of students planning to receive the M.A. degree in one year this test must be passed the first nine weeks of graduate study.

Before graduation, the student will present a recital in piano, the program for which must be approved by his faculty adviser during the first half-semester of graduate study.

GRADUATE COURSES

Pi. 500—Graduate Piano

Both semesters, credit varying from one to four hours each semester, depending upon the amount and quality of work done and the recommendation of the piano faculty.

Pi. 501—Piano Literature

A detailed survey of the literature in piano with special emphasis on analysis, style, and development of technique. Both semesters, two hours each semester.

Pi. 502—Teaching Methods in Piano

Analysis and classification of elementary and advanced teaching methods; practice teaching. Both semesters, two hours each semester.

DEPARTMENT OF ORGAN

MRS. DEPEW, MR. GREASBY, MR. WRIGHT

REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE

All students taking organ for university credit must satisfactorily demonstrate their ability to play fourth grade piano material before being approved for the study of organ. Only students with unusual aptitude are encouraged to pursue a major in organ without some previous study. Be-

fore graduation in organ, a student must qualify through sophomore piano requirements.

The requirements for a major in organ are 30 hours including Mu. 400, MT. 101, 201, Or. 100, 200, 300, and 400. In addition, ME. 403 and Sp. 300 must be elected.

Students must pass a sophomore platform examination in organ before being considered approved for concentration in organ. A public recital must be given before graduation.

ORGAN CLASSES

Organ is offered to all students, including beginners, without additional cost above regular tuition, except the organ practice fee required of all students registered for organ instruction. These classes are arranged according to demand and are listed in the class schedule distributed at the beginning of each semester.

UNDERGRADUATE ORGAN INSTRUCTION

Or. 100—Freshman Organ

Dickinson, The Art and Technique of Organ Playing; studies for manuals and pedals; Bach, Short Preludes and Fugues, Chorales from Liturgical Year; hymns. Both semesters, one hour each semester. Prerequisite, ability to play fourth grade piano material.

Or. 101—Beginning Organ Class

A study of the fundamentals of organ technique, hymns, simple trios and pieces. Credit in this course may not be applied toward a major in organ. Both semesters, one hour each semester. Prerequisite, examination in piano technique.

Or. 102—Fundamentals of Organ

General considerations of organ playing of hymns, accompaniments, and simple organ music; registration; administrative problems of the church organist, and related topics. No individual practice or performance required. First semester, one hour. No prerequisite.

Or. 200—Sophomore Organ

Bach, Fugue in G minor (the lesser), Prelude and Fugue in D minor, miscellaneous preludes and fantasies, chorales from the Liturgical Year; Mendelssohn, Sonata II; Guilman, Sonata III; pieces from the romantic and modern repertoire. Both semesters, one hour each semester. Prerequisite, Or. 100.

Or. 300—Junior Organ

Koch, Scales for Organ; representative pieces of the pre-Bach era; Bach, selected trio movements, Preludes and Fugues in F minor, C minor, D major (Dorian), chorale preludes from the miscellaneous group; Mendelssohn, Sonatas III, V, VI; Guilman, Sonata IV; Rheinberger, Pastoral Sonata; preparation of senior recital. Both semesters, one hour each semester. Prerequisite, Or. 200.

Or. 400—Senior Organ

Nilson, Technical Studies in Pedal Playing; representative works of pre-Bach composers; Bach, Trio Sonatas, Preludes and Fugues in D minor, E-flat major, G major, A minor, B minor; chorale preludes from the Leipzig Eighteen or the Larger Catechism; Mendelssohn, Sonatas I, IV; Franck, Chorales; Guilman, Sonata I; Widor, Symphonie V; pieces from the modern repertoire; recital thirty to forty minutes in length from memory. Both semesters, one hour each semester. Prerequisite, Or. 300.

Note: It is understood that the outlines of organ material given above are flexible, and the material studied on each level will be adapted to the student's individual capacities and needs, along the broad outlines of the work indicated.

REQUIREMENTS FOR THE MASTER OF ARTS DEGREE

For a major in organ, the student will take Mu. 500, Or. 500, 501, 502, 4 hours in the department of music theory, 6 hours of foreign language and sufficient electives to make a total of 30 semester hours.

Before being considered approved for a concentration in organ on the graduate level, the student must pass a platform test the first semester of graduate study, and in the case of students planning to receive the M.A. degree in one year this test must be passed the first nine weeks of graduate study.

Before graduation, the student will present a recital in organ, the program for which must be approved by his faculty adviser during the first half-semester of graduate study.

GRADUATE COURSES

Or. 500—*Graduate Organ*

Both semesters, credit varying from one to four hours each semester, depending upon the amount and quality of work done and the recommendation of the organ faculty.

Or. 501—*Organ Literature*

A detailed survey of the literature in organ with special emphasis on analysis, style, and development of technique.

Both semesters, two hours each semester.

Or. 502—*Teaching Methods in Organ*

Analysis and classification of elementary and advanced teaching methods; practice teaching.

Both semesters, two hours each semester.

DEPARTMENT OF VIOLIN AND OTHER STRINGED INSTRUMENTS

MR. BURCKART, MR. ERICKSON, MR. NICCOLI, MISS WOODS

REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE

Students who wish to major in violin must qualify on entrance through four years of preparatory study. The requirements for a major in violin are 30 hours including Mu. 400, MT. 101, 201, Vi. 100, 200, 300, and 400. In addition ME. 401 and Sp. 300 must be elected.

Students must pass a sophomore platform examination in violin before being considered approved for concentration in violin. A public recital must be given before graduation. Before graduation the student must pass an examination in piano given by the piano faculty. The student should elect piano his freshman year and continue taking piano until this requirement is met.

VIOLIN CLASSES

Violin is offered to all students, including beginners, without additional cost above regular tuition. These classes are arranged according to demand and are listed in the class schedule distributed at the beginning of each semester.

UNDERGRADUATE VIOLIN INSTRUCTION

Vi. 100—*Freshman Violin*

Attention to all technical deficiencies; scales, arpeggios, trills, broken thirds, double stops, and bowings; studies from Wohlfahrt, Kreutzer, Schradieck, and Sevcik; sonatas of Handel, Mozart, Schubert, and old Italian masters; pieces by classical composers.

Both semesters, one hour each semester. Prerequisite, four years of violin study.

Vi. 200—*Sophomore Violin*

Two finger scales in all positions and keys, three octave scales, technical exercises for trills, etc.; studies from Kreutzer, Fiorillo, Schradieck, and Sevcik; selections from Bach solo sonatas, sonatas of Handel, Mozart, Schubert, Dvorak, Op. 100; pieces by classical and modern composers; concertos of Bach, Vivaldi, and Mozart.

Both semesters, one hour each semester. Prerequisite, Vi. 100.

Vi. 300—*Junior Violin*

Continuation of scales, exercises for finger dexterity and deftness of the bow arm; studies of Kreutzer and Fiorillo; solo sonatas, Bach; sonatas of Handel, Mozart, Beethoven, Grieg, Brahms, pieces by classical and modern composers; concertos of Bach and Mozart, preparation and memorization of senior recital.

Both semesters, one hour each semester. Prerequisite, Vi. 200.

Vi. 400—*Senior Violin*

Continuation of scales and technical studies; studies from Kreutzer, Fiorillo, and Dont; sonatas of Bach; sonatas for violin and piano, Mozart, Beethoven, Grieg, Brahms, Franck; concertos of Bach, Mozart, Beethoven, Mendelssohn, Bruch; pieces by classical and modern composers; senior recital.

Both semesters, one hour each semester. Prerequisite, Vi. 300.

Note: It is understood that the outlines of violin material given above are flexible, and the material studied on each level will be adapted to the student's individual capacities and needs, along the broad outlines of the work indicated.

REQUIREMENTS FOR THE MASTER OF ARTS DEGREE

For a major in violin, the student will take Mu. 500, Vi. 500, 501, 502, 4 hours in the department of music theory, 6 hours of a foreign language and sufficient additional hours to make a total of 30 semester hours. Before graduation, the student will present a recital, the program for which must be approved by his faculty adviser during the first half-semester of graduate study.

Before being considered approved for a concentration in violin on the graduate level, the student must pass a platform test the first semester of graduate study, and in the case of students planning to receive the M.A. degree in one year this test must be passed the first nine weeks of graduate study.

GRADUATE COURSES

Vi. 500—Graduate Violin

Both semesters, credit varying from one to four hours each semester, depending upon the amount and quality of work done and the recommendation of the violin faculty.

Vi. 501—Violin Literature

A detailed survey of the literature in violin with special emphasis on analysis, style, and development of technique.

Both semesters, two hours each semester.

Vi. 502—Teaching Methods in Violin

Analysis and classification of elementary and advanced teaching methods; practice teaching.

Both semesters, two hours each semester.

DEPARTMENT OF WOODWIND AND BRASS INSTRUMENTS

MR. BANDY, MR. CANFIELD, MR. MEENA

Although the University does not offer concentrations in instruments other than piano, organ, and violin, it does offer instruction in the standard orchestral instruments, and a student may choose one of the brass or woodwind instruments for his proficiency to fulfill the requirements for a sacred music or music education major.

Courses in the orchestral instruments are arranged according to the need and demand. Participation in the University orchestra provides abundant opportunity for development of ability. Students who show the requisite ability are expected to hold membership in the orchestra.

The University also has two separate bands—a varsity band and a concert band. These play for student body programs, athletic events and concerts.

DIVISION OF SPEECH

ROBERT PRATT, M.A., Acting Chairman

DEPARTMENTS

The Division of Speech of the School of Fine Arts includes the Departments of Interpretive Speech, Public Speaking, Dramatic Production, and Radio and Television. The Division of Speech also operates the Speech Clinic for remedial work in speech.

DEGREES OFFERED

The Bachelor of Arts degree may be earned in this Division with a major in interpretive speech, public speaking, dramatic production, or radio.

The Master of Arts degree may be earned in this Division with a major in interpretive speech, public speaking, platform arts, dramatic production, or radio.

The Master of Fine Arts degree may be earned by taking graduate courses in the Division of Speech, and certain courses in either the Division of Music or the Division of Art, according to the information given under "Requirements for Graduate Degrees" in the introductory section of the School of Fine Arts.

Courses are also offered in this division for the student earning the Bachelor of Science degree in Speech Education offered by the School of Education.

REQUIREMENTS FOR DEGREES

Requirements for both the Bachelor of Arts and Master of Arts degrees will be found below under the section of the catalogue devoted to the department concerned. Each undergraduate student earning the bachelor's degree with a major in this division must meet the general requirements for his degree as outlined in the introductory section of this bulletin and must also complete a minor in the College of Arts and Science.

Students planning to earn the Master of Fine Arts degree with a major emphasis in speech will take FA. 500, 15 hours in speech, and 9 hours in either music or art, to make a total of 30 hours.

Each candidate for the M.F.A. degree is required to complete a creative project embodying principles formulated in both his major and minor fields, which will be decided upon in consultation with the student's faculty adviser and the Dean of the School of Fine Arts. In certain cases, a thesis appropriate to the course of study may be submitted in lieu of a project. The project or thesis must be approved during the first half-semester of graduate study, and must be completed and approved by the faculty at least ninety days in advance of graduation.

DIVISIONAL COURSES

MRS. BESANCON, DR. BONNER, MISS BRANT, MR. CAPPS,
MISS DOCKINS, MR. HENNIX, MR. KINKADE, MISS LANEY,
MISS PARKS, MISS SNYDER, MR. WATSON

Sp. 100—Fundamentals of Speech

An introductory course to the field of speech, dealing with the various problems of speaking before an audience, and specific individual needs.
Both semesters, three hours each semester. No prerequisite.

Sp. 101—Training the Speaking Voice

A course to be elected in addition to Sp. 100 by students who need special help in overcoming speech difficulties.
Both semesters, one hour each semester.

Sp. 300—Audience Control

A study of audience psychology and its relation to the planning of programs and the development of platform personality. Required of all students concentrating in speech and applied music who are working for the Bachelor of Arts degree.
First semester, one hour. Prerequisite, Sp. 100.

GRADUATE LEVEL

Sp. 500—Voice Science

Study of anatomy, physiology, and physics of speech and hearing.
First semester, three hours.

Sp. 501—Writing and Arranging Dramatic Material

An advanced course dealing with writing and arranging of dramatic material for public performance.
Both semesters, three hours each semester.

DEPARTMENT OF INTERPRETIVE SPEECH

MISS CARRIER, MRS. CILIBERTO, MRS. EDWARDS, MRS. PARRIS

REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE

The requirements for a major in Interpretive Speech are 30 hours, including Sp. 100, 300, IS. 200, 201, 300, 400, and 4 additional hours of electives in interpretive speech or approved courses in other departments. The remaining 9 hours may be chosen from speech courses in other departments, in consultation with the head of the department. A public recital must be given before graduation.

UNDERGRADUATE COURSES

IS. 200—Oral Interpretation of Poetry

Developing understanding of thought and motion of poetic forms and mastering the technique of communicating these to an audience.
First semester, three hours. Prerequisite, Sp. 100.

IS. 201—Oral Interpretation of Dramatic and Narrative Literature

Analysis of basic principles and techniques of character conception and portrayal, and platform presentation of selected scenes by individuals. Training in story-telling and narrative oral reading.
Second semester, three hours. Prerequisite, Sp. 100.

IS. 300—Private Lessons in Interpretive Speech

Open only to juniors majoring in interpretive speech.
Both semesters, one hour each semester. Prerequisite, IS. 200, 201.

IS. 301—Story-Telling

Planned especially for elementary education majors, Sunday School workers, and those who do not plan to major in speech, but want a course beyond the freshman level. Material includes both children's stories and the modern short story.
First semester, two hours. Prerequisite, Sp. 100.

IS. 302—Voice and Diction

Study of sound production, to give understanding of how speech is formed, considering the physiological backgrounds. Identical with SpEd. 200.
First semester, two hours. Prerequisite, Sp. 100.

IS. 303—Choric Speaking

Materials and methods of choric speaking, with opportunity for practice in directing university productions. A course intended as a practical aid to prospective teachers of English and speech. Identical with SpEd. 301.
Second semester, two hours. Prerequisite, Sp. 100.

IS. 400—Private Lessons in Interpretive Speech

Open only to seniors concentrating in interpretive speech.
Both semesters, one hour each semester. Prerequisite, IS. 300.

IS. 401—Pantomime

Study of principles of bodily action for characterization and impersonation, with emphasis on personality development and drills for individual improvement. Identical with DP. 301.
First semester, two hours. Prerequisite, Sp. 100.

IS. 402—Acting

Technical study of theories, with practice in the art of acting, including practical experience. Identical with DP. 302.
Second semester, two hours. Prerequisite, IS. 201.

IS. 404—Foreign Dialects

A course dealing with the most common dialects needed in interpretive speech. Identical with Ra. 404.
First semester, two hours. Prerequisite, Sp. 100.

IS. 405—American Dialects

A continuation of IS. 404 with concentration on American dialects. Identical with Ra. 405.
Second semester, two hours. Prerequisite, Sp. 100.

REQUIREMENTS FOR THE MASTER OF ARTS DEGREE

For a major in interpretive speech, the student will take Sp. 500, 501, 12 hours in the Department of Interpretive Speech or in approved courses in other departments and sufficient additional hours to make a total of 30 semester hours. Before graduation the student will present a recital or complete a project in interpretive speech.

For a major in platform arts, the student will take Sp. 500, 501, and courses in the Departments of Interpretive Speech and Public Speaking sufficient to make a total of 30 hours, chosen in consultation with his faculty adviser. His project may be a lecture-recital or some other approved project combining the work in interpretive speech and public speaking.

GRADUATE COURSES

IS. 500—*Private Lessons in Interpretive Speech*
Both semesters, one hour each semester.

IS. 501—*Interpretation and Creation of Monologues*
A course including interpretation of monologues as well as the creation of original sketches from history, fiction, and life, for public presentation.
Second semester, one or two hours.

IS. 502—*Advanced Interpretation of Poetry*
Selected problems in interpretation of poetry are studied, discussed, and solutions offered.
First semester, two hours.

IS. 503—*Advanced Interpretation of Dramatic and Narrative Literature*
Selected problems in interpretation of dramatic and narrative literature are studied, discussed, and solutions offered.
Second semester, two hours.

DEPARTMENT OF PUBLIC SPEAKING

DR. BONNER, MR. RUPP

REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE

The requirements for a major in Public Speaking are 30 hours, including Sp. 100, 300, Pc. 200, 300 and 6 additional hours of electives in the Department of Public Speaking or approved courses in other departments. The remaining 9 hours may be chosen from speech courses in other departments in consultation with the head of the department. A special project in platform speaking must be given before graduation.

UNDERGRADUATE COURSES

Pc. 200—*Public Speaking*
Preparation and delivery of speeches for different occasions, with study of great speeches of the past and present. Introduction to discussion and debate.
Both semesters, three hours each semester. Prerequisite, Sp. 100.

Pc. 300—*The Lecture and Lecture-Recital*
A course appropriate for students of music as well as of speech. Study of techniques and practice in giving lectures and lecture-recitals.
Second semester, two hours. Prerequisite, Sp. 100.

Pc. 301—*Pulpit Speech*
A course intended for training in the oral reading of Scripture, the conducting of various types of religious services, and the effective preparation and presentation of sermon material.
Both semesters, two hours each semester. Prerequisite, Sp. 100.

Pc. 400—*Discussion*
Study of the types of public discussion—the panel, forum, etc., with experimental work in these forms.
First semester, three hours. Prerequisite, Sp. 100.

Pc. 401—*Debate*
Study of the forms of persuasive speaking, and types of debating, with platform practice.
Second semester, three hours. Prerequisite, Sp. 100.

REQUIREMENTS FOR THE MASTER OF ARTS DEGREE

For a major in public speaking, a student will take Sp. 500, 501, 12 hours in the Department of Public Speaking or in approved courses in other departments, and sufficient electives to make a total of 30 semester hours. Before graduation, the student will complete a project in public speaking, which must be approved by his faculty adviser during the first half-semester of his graduate study.

For a major in platform arts the student will take Sp. 500, 501, and courses in the Departments of Interpretive Speech and Public Speaking, chosen in consultation with his faculty adviser. His project may be a lecture-recital or some other approved project combining the work in interpretive speech and public speaking.

GRADUATE COURSES

Pc. 500—*History of Oratory*
Historical backgrounds are studied, and speeches analyzed, with practical emphasis on improving the student speaker's style.
Either semester, two hours.

Pc. 501—*History of Preaching*
A study of biographies, methods of speaking, and analysis of sermonic styles of great preachers through the years. Recommended also for majors in certain fields in the School of Religion.
Either semester, two hours.

DEPARTMENT OF DRAMATIC PRODUCTION

MRS. BOPP, MISS CARRIER, MRS. EDWARDS

REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE

The requirements for a major in dramatic production are thirty hours, including Sp. 100, DP. 200, 201, and nine additional hours of electives in dramatic production. The remaining hours may be chosen from speech courses in other departments in consultation with the head of the department. A project in connection with mounting and producing a dramatic or musical production must be completed before graduation.

UNDERGRADUATE COURSES

DP. 200—*Introduction to Drama*
A survey of drama from Ancient to Modern.
First semester, three hours. Prerequisite, Sp. 100.

DP. 201—*Fundamentals of Play Production*
Principles of directing, acting, scenic design and stagecraft, lighting, costuming, make-up.
Second semester, three hours. Prerequisite, DP. 200.

DP. 300—*Directing*
Study and discussion of specific problems of directing. Observation and reports on rehearsals of University productions and directing of scenes in class.
First semester, two hours. Prerequisite, DP. 201.

DP. 301—Pantomime

Study of principles of bodily action for characterization and impersonation. (Identical with IS. 401.)

First semester, two hours. Prerequisite, Sp. 100.

DP. 302—Acting

Technical study of theories with practice in the art of acting, including practical experience. (Identical with IS. 402.)

Second semester, two hours. Prerequisite, IS. 201.

DP. 400—Scenic Design

Principles and practices in scenic design.

First semester, three hours. Prerequisite, DP. 201.

DP. 401—Stagecraft

Construction of scenery, flats, drops, etc.

Second semester, three hours. Prerequisite, DP. 400.

DP. 402—Stage Lighting

Principles and theories of lighting with demonstrations and practice of the methods and procedures.

Second semester, two hours. Prerequisite, DP. 201.

DP. 403—Make-Up

Study and practice in theatre make-up with emphasis on Shakespearean and classic character studies. Practical experience in stage productions.

Second semester, two hours. Prerequisite, DP. 201.

DP. 404—Costuming

Detailed study of historical periods, principles of costume design, with practical application.

First semester, two hours. Prerequisite, DP. 201.

DP. 405—Advanced Play Production

Practical work in producing plays, with experience in the Shakespearean and Vesper productions of the University.

First semester, three hours. Prerequisite, DP. 201.

REQUIREMENTS FOR THE MASTER OF ARTS DEGREE

For a major in dramatic production, the student will take Sp. 500, 501, 12 hours in the Department of Dramatic Production, or in approved courses in other departments, and sufficient additional hours to make a total of 30 semester hours.

Before graduation, the student will complete a project in dramatic production, which must be approved by his faculty adviser during his first half-semester of graduate study.

GRADUATE COURSES**DP. 500—Seminar in Directing**

Consideration of special problems of the director of dramatic productions. Assignments include directing of scenes in class and for public performances as well as observation at rehearsals of the Classic Players.

First semester, two hours.

DP. 501—Production of Religious Drama

An application of dramatic principles to the staging of religious plays and pageants.

Second semester, two hours.

DEPARTMENT OF RADIO AND TELEVISION

MISS CARRIER, MR. GROFF, MR. PRATT,
MRS. PRATT, MRS. STENHOLM

REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE

Students majoring in radio may choose between two curricula, one designed for those who are interested in radio production, and the other for those who are interested in radio speech.

The requirements for a major in radio production are 30 hours, including Sp. 100, Ra. 100, 201, 300, 304, 401, 403, and five hours elected from other courses in the Department of Radio and Television.

A student is not officially considered a radio production major until he has successfully completed Ra. 201. A proficiency test in typewriting must be passed at the beginning of the sophomore year, or the student must take OA. 100. A project in some phase of radio production must be completed before graduation.

The requirements for a major in radio speech are 30 hours, including Sp. 100, IS. 200, Ra. 100, 200, 201, 301 (or 302 and 303), 400, and six hours elected from other courses in the Department of Radio and Television. In addition, FA. 301 and 302 must be elected.

A student is not officially considered a radio speech major until he has successfully completed Ra. 200. A project in some phase of radio speech must be completed before graduation.

Students taking Ra. 201, 202, 300, or 401 are required to pay a fee of five dollars per semester. Those students taking more than one of these courses are not required to pay more than one fee.

UNDERGRADUATE COURSES**Ra. 100—Introduction to Radio**

A survey of radio broadcasting, giving particular attention to history and development, control, station and network organization, participating organizations, financial support, sales set-up, program structure, and audience measurement.

First semester, two hours. No prerequisite.

Ra. 200—Radio Interpretation

A study of the techniques of oral interpretation as they are modified by the demands of the microphone and the necessity of reading from the printed page.

Second semester, two hours. Prerequisite, Sp. 100.

Ra. 201—Radio Production Directing I

This course is intended to equip the student with the tools of radio broadcasting as well as the knowledge and skills necessary for the production of all kinds of non-dramatic program types. Students majoring in radio production must take Ra. 201 during their sophomore year. Other students taking Ra. 201 as a free elective may take the course while sophomores, juniors, or seniors. \$5 supply fee per semester. Both semesters, three hours each semester. Prerequisite, Sp. 100.

Ra. 202—Religious Radio Production

Instruction and practice in the production of all types of religious radio programs.

Designed to acquaint the Christian worker with the problems of religious broadcasting. Not applicable on a major in radio. \$5 supply fee.
Second semester, three hours. Prerequisite, Sp. 100.

Ra. 300—Radio Production Directing II

Chiefly a study of the production and direction of dramatic programs with emphasis on analysis, casting, interpretation, rehearsal procedures and problems, and techniques in the use of music and sound. Majors in radio production must take Ra. 300 during the junior year; others may take it at any time after the fulfillment of the prerequisite. \$5 supply fee per semester.
Both semesters: first semester, two hours; second semester, three hours. Prerequisite, Ra. 201.

Ra. 301—Radio Announcing

A study of local station procedures, styles of announcing, logged broadcasts, editing and preparing newscasts, and ad lib announcing.
Both semesters, two hours each semester. Prerequisite, Ra. 200.

Ra. 302—Microphone Techniques

A study of microphone techniques necessary to acting on the radio. Both solo and group work.
First semester, two hours. Prerequisite, Ra. 200.

Ra. 303—Radio Acting

A study of the nature of acting, characterization, and motivation. Students will become familiar with rehearsal and performance problems through participation in the presentation of complete radio plays.
Second semester, two hours. Prerequisite, Ra. 302.

Ra. 304—Radio Continuity Writing

Instruction and practice in the writing of all types of non-dramatic radio continuity.
First semester, three hours. Prerequisite, En. 100.

Ra. 305—Radio Dramatic Writing

A study of the forms and techniques involved in writing drama for radio presentation.
Second semester, three hours. Prerequisite, En. 100.

Ra. 310—Fundamentals of Television

A course to acquaint the student with the tools and techniques of television production, writing, announcing, and acting.
Both semesters, three hours each semester. Prerequisite, seven hours of courses in Radio, and the approval of the instructor.

Ra. 400—Problems in Radio Acting and Announcing

This course affords group and private instruction for radio speech majors only, and it will be primarily concerned with the projects required of them. It must be taken during the senior year.
First semester, one hour. Prerequisite, major in radio.

Ra. 401—Control Room Techniques

Instruction in the use of equipment used in radio broadcasting, including microphones, sound trucks, control boards, magnetic and disc recorders, etc. Practical experience is provided in control board operation. \$5 supply fee per semester.
Second semester, two hours. Prerequisite, Ra. 201.

Ra. 402—Radio Program Planning and Building

A study of the objectives and methods of station programming. Analysis of audience, markets, and coverage.
Second semester, two hours. Prerequisite, Ra. 201.

Ra. 403—Radio Production Directing III

This course is designed for the radio production major only, and the main concern is the working out and performance of the project required of these majors. It must be taken during the senior year.
First semester, one hour. Prerequisite, Ra. 300.

Ra. 404—Foreign Dialects

A course dealing with the most common dialects demanded of radio performers. Identical with IS. 404.
First semester, two hours. Prerequisite, Sp. 100.

Ra. 405—American Dialects

A continuation of Ra. 404 with concentration on American dialects. Identical with IS. 405.
Second semester, two hours. Prerequisite, Sp. 100.

REQUIREMENTS FOR THE MASTER OF ARTS DEGREE

For a major in radio the student will take Sp. 500, 501, 12 hours in the Department of Radio and Television, or in approved courses in other departments, and sufficient additional hours to make a total of 30 semester hours.

Before graduation, the student will complete a project in some phase of radio broadcasting.

GRADUATE COURSES

Ra. 500—Seminar in Problems of Radio Broadcasting

Special research in various phases of broadcasting.
First semester, two hours.

Ra. 501—Radio in Education

The use of radio and audio-techniques in the elementary and the secondary school.
Second semester, two hours.

Ra. 502—Broadcasting for Children

A production course for children's programs exclusively; designed to raise the level of children's programs.
Second semester, two hours.

Ra. 503—Radio Advertising

Methods of advertising used in the medium of radio.
First semester, three hours.

Ra. 504—Radio Production Directing IV

This course will be concerned with the project required of majors.
First semester, two hours.

DIVISION OF CINEMA

KATHERINE STENHOLM, M.A., Director
MR. CRAIG, MR. JENSEN, MISS CROMLEY,
MR. JOHNSON, MR. HAVENS, MR. YOST

PURPOSE

The Division of Cinema of the School of Fine Arts is designed to give students professional training in all phases of motion picture production. Bob Jones University has one of the best equipped and most complete film studios of any university in the country in its film production unit, UNUSUAL FILMS. The splendid equipment and facilities of UNUSUAL FILMS serve as the laboratory that provides application for the content of the courses.

DEGREES OFFERED

The Bachelor of Science Degree may be earned in this division with emphasis on a particular field of Cinema. Graduate courses are not listed but may be arranged by special request with the director.

REQUIREMENTS FOR DEGREES

The requirements for the Bachelor of Science Degree with a major in Cinema are thirty-six hours, including Ci. 100, 200, 201, 202, 303, 304, 403, 404, and eight additional hours of electives in Cinema or related and approved courses in other departments. However, prospective majors must be approved by the Cinema faculty before being considered accepted for concentration in Cinema. Before graduation, the student must attain proficiency satisfactory to the faculty and also prepare a creative project.

In addition to each student's major requirements, he must fulfill the same requirements for the Bachelor of Science Degree described in "Required Courses of the Bachelor of Science Degree" appearing in the introductory section of the bulletin. Students taking Ci. 100, 201, 202, 301 and 302 are required to pay a fee of \$10 per semester. Students taking Ci. 200 are required to pay a \$5 fee each semester. For courses Ci. 403 and 404 a fee of \$25 each semester will be required.

COURSES OFFERED

Ci. 100—Fundamentals of Motion Picture Photography
The basic principles of image formation on film; lighting, lenses and emulsions; film movement in cameras and projectors; principles in exposure and exposure meters; filters and their uses. Supply fee, \$10 per semester. Both semesters, two hours each semester. No prerequisite.

Ci. 200—Principles of Motion Picture Sound
A study of the fundamentals of electricity, magnetism, amplification, basic recording and re-recording methods, and the production of sound from actor to audience. Supply fee, \$5 per semester. Both semesters, three hours each semester. No prerequisite.

Ci. 201—Camera I

Motion picture camera operations and techniques. Practical experience by using and analyzing various types of cameras. Supply fee, \$10. First semester, three hours. Prerequisite, Ci. 100.

Ci. 202—Camera II

Testing and using lenses, film latitudes and exposure ratios, and color temperature control. Supply fee, \$10. Second semester, three hours. Prerequisite, Ci. 100 and 201.

Ci. 300—Advanced Sound Recording

Technical study of audio measurements, attenuators, mixers and transmission. Recording and mixing composite prints. The care and maintenance of sound equipment. Supply fee, \$5 per semester. Both semesters, three hours each semester. Prerequisite, Ci. 200.

Ci. 301—Camera III

Lighting equipment. Basic lighting for actors and sets. Camera movements and angles. Supply fee, \$10. First semester, three hours. Prerequisite, Ci. 201 and 202.

Ci. 302—Camera IV

Dramatic lighting for mood and effect. Special effects in the cameras, lens limitation, composition of shots and camera continuity. Supply fee, \$10. Second semester, three hours. Prerequisite, Ci. 301.

Ci. 303—Film Editing I

The use of standard editing equipment and a study of the techniques, principles, and mechanics of editing. First semester, three hours. Prerequisite, Ci. 100.

Ci. 304—Film Editing II

Practical application of editing principles and techniques by working with original picture and work print picture. Second semester, three hours. Prerequisite, Ci. 303.

Ci. 305—Makeup for Motion Pictures

The application and principles of makeup for motion-picture photography on black and white and color films. Demonstration and practical experience in straight and character makeups. First semester, two hours. No prerequisite.

Ci. 306—Scenic Design for Motion Pictures

The fundamentals of theory and practice of set design for motion pictures. Practice in set design and construction. Second semester, two hours. No prerequisite.

Ci. 307—Motion Picture Projection

Teaching the use of projectors and the maintenance and care of films, release prints, and projection equipment. Second semester, one hour. No prerequisite.

Ci. 400—Cinema Directing

The problems and responsibilities of the director in preparing a shooting script. Preproduction planning and integrating the various functions of the motion picture production. A study of the principles and methods in the composition of films. Both semesters, three hours each semester. Prerequisite, Ci. 200, 202 and 304.

Ci. 401—Advanced Editing III

Dealing with the creative aspects of editing. Laboratory work on the current productions. First semester, two hours. Prerequisite, Ci. 303 and 304.

Ci. 402—Advanced Editing IV

A study of the techniques and preparation of film for release printing and practical work on current productions.
Second semester, two hours. Prerequisite, Ci. 401.

Ci. 403 and 404—Cinema Seminar

(Required for the Bachelor of Science Degree.) Guidance under the direction and supervision of the Cinema staff on the creative projects to be submitted before graduation. Emphasis will be placed on the student's particular field of interest in Cinema. Supply fee, \$25 per semester.
Both semesters, three hours each semester. Prerequisite, at least twenty-eight hours in Cinema.

Ci. 405—Screen Writing

A selection of themes and their structural developments into motion-picture form. One full-length original story or screen play adaptation, or two short shooting scripts required.
Both semesters, two hours each semester. No prerequisite.

Ci. 406—Motion Picture and Film Strip Production Techniques

Techniques used in preparing motion picture and film strip materials. Laboratory processes and procedures. Discussion of general motion picture problems and participation in the production of films.
Both semesters, two hours each semester. No prerequisite.

SPEECH CLINIC

DR. BONNER, MISS CARRIER

The Division of Speech operates a clinic for students who have special difficulty in speech which cannot be corrected by means of ordinary classroom procedure. Diagnosis of the defect is made, and remedial work is carried on with the individual student in private consultation, and in small training groups.

School of Education

LAIRD W. LEWIS, M.S., Dean

GENERAL STATEMENT

PURPOSE

The School of Education is a standard professional school designed to train prospective public and private school teachers and administrators on both the elementary and secondary levels. This program is adaptable for future missionary teachers.

ORGANIZATION

The School of Education consists of the seven Departments of Elementary Education, Secondary Education, Art Education, Business Education, Music Education, Speech Education, and Educational Administration. The Department of Elementary Education is under the direction of Miss Nelson; the Departments of Secondary Education and Educational Administration under the direction of Dean Lewis; and the Departments of Art, Business, Music, and Speech Education are jointly under the direction of Dean Lewis and the chairman of the Division of Art, Business, Music, Speech, respectively. The students majoring in Secondary Education do their student teaching in the Bob Jones Academy and the students majoring in Elementary Education do their student teaching in the Greenville County School System. No additional tuition is charged students enrolled in the School of Education.

DEGREES OFFERED

A departmental major leading to a Bachelor of Science degree is offered in each of the seven departments of the School of Education. The requirements for each of these majors will be found below under the department concerned. Students earning degrees in other departments not in the School of Education may obtain teacher's certificates on the secondary level by completing the professional courses listed under the Secondary Education Department and the additional hours required by the state in which the student is being certified.

REQUIREMENTS FOR DEGREES

Other than his major requirements, each student majoring in the School of Education must fulfill the general requirements for the Bachelor of Science degree described in "Required Courses for the Bachelor of Science Degree" appearing in the introductory section of this bulletin; he must also earn an academic minor in the Department of English, Modern Language, Mathematics, Natural Sciences, or History in the College of Arts and Science. Requirements for these minors will be found under the department concerned.

POLICIES

The policies which govern a student who enrolls in the School of Education for courses leading to a teacher's certificate may be summarized as follows:

1. The student must fulfill the major requirements listed under the department of his concentration.
2. The student must include in his whole program of studies sufficient courses to meet the professional education and general education requirements and the requirements of his teaching field(s) for the state of his choice.
3. A student who registers for the directed teaching course must have the approvals indicated under each department.
4. Each graduating senior completing certification requirements must take the National Teacher Examinations during his senior year.
5. All majors in the School of Education are required to take the Advanced Test in Education of the Graduate Record Examination in the last semester of their senior year.

GENERAL COURSES

Ed. 100—Introduction to Education

A study of the objectives of democratic education; organizations, curricula, support, administration, and control in the elementary, secondary, vocational, and higher divisions; educational personnel and professional relationships; opportunities in the field of education; and a short history of education.

Either semester, three hours. No prerequisite.

Ed. 200—History of Education

An examination of the origins and development in Europe of our prevailing cultural and educational traditions, and an appraisal of the distinctive patterns of American education from colonial times to the present.

First semester, three hours. No prerequisite.

Ed. 202—Personal and Community Health

A course dealing with elementary human physiology and the detection and control of communicable diseases. Planned to give the student an understanding of the principles and problems of personal, school, and community health as they apply to everyday living. Identical with PE. 202.

Either semester, three hours. No prerequisite.

Ed. 204—History of South Carolina

A course designed to acquaint the student with the history of the State of South Carolina. Required for an Elementary Teacher's Certificate in South Carolina.

Second semester, three hours. No prerequisite.

Ed. 205—Library Science

A course designed to acquaint students with the general principles of library science and to assist them in qualifying as library workers in small schools where the responsibility is part of the teaching load. Besides the two lecture periods each week, the student is required to do certain practical work in the University Library.

Both semesters, three hours each semester. No prerequisite.

Ed. 307—School Art

A survey of materials, methods and procedures for the creative teaching of art in the primary, elementary, junior and senior high schools with the emphasis on acquiring a knowledge of the changes which may be expected at the various developmental stages and an evaluation of art activities, projects, and media in terms of the needs, interests and growth of each age group. Identical with Ar. 207.

First semester, three hours. Prerequisite, concentration in the department of art.

Ed. 308—School Music

A survey of materials, methods and procedures for the teaching of music in the primary, elementary, junior and senior high schools. The place of music in the life of the child; class instruction of voice, band, and orchestral instruments; the changing voice, voice testing and part singing. Identical with ME. 300.

First semester, three hours. Prerequisite, concentration in the department of music.

Ed. 400—Education Seminar

Required of all seniors completing teacher certification.

First semester, one hour. Not applicable to major.

DEPARTMENT OF ELEMENTARY EDUCATION

MISS NINA NELSON, Chairman

MISS B. MILLER, MISS NEWQUIST, MR. SCHOEN, MISS SPICKARD

MAJOR REQUIREMENTS

The requirements for a major in the Department of Elementary Education are defined as follows:

Professional courses. A minimum of 36 hours are required in professional courses including Ed. 100, 202, 400, EE. 200, 201, 202, 203, 204, 301, 305, 400, 401, and Ps. 300. In addition, Ed. 204 is required for certification in South Carolina.

General education courses. FA. 300, Ps. 200 and 201, Sc. 100 and 101 should be elected in partial fulfillment of the general education requirements in the School of Education. These requirements are not to be confused with the general requirements for the Bachelor of Science degree, although the two sets of requirements are not mutually exclusive.

Departmental. All students majoring in elementary education are required to qualify for an elementary certificate in the state of their choice. Certain changes may be made in the above requirements in particular cases by the head of the Department of Elementary Education. No student may be admitted to the course in directed teaching (EE. 400) without the approval of the chairman of the department.

OTHER REQUIREMENTS

The major in elementary education is required to complete the general requirements for his degree and to earn an academic minor as described in the "General Statement" introducing the School of Education. The student should also read carefully the section on "Policies" in the introductory section of the School of Education.

COURSES OFFERED

EE. 200—Physical Education for Elementary Teachers

This course is planned especially for students of the department of elementary education. It includes a study of methods and materials used in teaching small and large group games, rhythmic activities (fundamental, imitative, dramatic, and folk games), stunts and tumbling, elementary team games, and conditioning exercises. Identical with PE. 204.

Either semester, two hours. Prerequisite, a basic course in educational principles or psychology.

EE. 201—Teaching Reading in the Elementary School

Presentation of practical information and methods of procedure together with actual classroom observation. Background of the history of reading methods, general aims, objectives for each grade, and lesson planning.

First semester, two or three hours. No prerequisite. Open to juniors and seniors.

EE. 202—Teaching Art in the Elementary School

A study of the meaning of creative art activity in the growth of the child, the theory, methods of approach and suitability of materials for the different age levels with the emphasis on the psychology of understanding and motivating the child's creative production and the importance of the teacher's own working experience and ability to think in terms of the various media.

Either semester, three hours. No prerequisite.

EE. 203—Teaching Music in the Elementary School

Examination and consideration of music in relation to the growth of the child; study of the needs of the child in relation to song repertory, rhythm development, dramatic play, music appreciation, creative expression, music reading, part-singing, and beginning instrumental work. Discussion of available music materials and curricular plans. Identical with ME. 200.

Either semester, three hours. Prerequisite, MT. 101.

EE. 204—Teaching Arithmetic in the Elementary School

A study of the fundamental principles of mathematics, including the basic operations of arithmetic, fractions, decimals, and the like, with practical applications especially for elementary school teachers.

Second semester, two or three hours. No prerequisite. Open to juniors and seniors.

EE. 301—Materials and Methods in the Elementary School

A course to acquaint the student with aims, purposes, and objectives of the elementary school, and to provide a graduated approach to directed teaching in the grades. Various methods and teaching techniques are compared and evaluated. Special emphasis is given to organization of units of work, lesson planning, and classroom procedures in teaching the fundamental subjects.

Either semester, three hours. Prerequisite, Ed. 100. Open to juniors and seniors.

EE. 305—Health for the Elementary School Child

This course shall include participation in experiences generally accepted as basic to effective living. Special emphasis shall be placed on a program of healthful living for the child in his total environment—home, school, and community.

Either semester, three hours. Prerequisite, Ed. 202.

EE. 400—Directed Teaching in the Elementary School

An integrated course in observation, participation, conference, and actual teaching. Class management and modern methods of teaching; planning; instruction; supervised study; uses of standard tests; individual instruction. Students will teach on the level for which they are best suited. The number of hours devoted to teaching, observation, and conference will be varied to meet the requirements of the state in which the student plans to get his certificate. Twelve hours of laboratory work are

done weekly for nine weeks in Greenville County Schools on Tuesday, Wednesday, and Thursday, beginning at 8:30 a. m. each morning. A seminar is held the first hour on Monday and Friday.

Either semester, eight hours. Prerequisite, EE. 301. Open to seniors only.

EE. 401—*Children's Literature*

A survey course intended to provide prospective teachers with opportunities for interpretative and critical study of literature suitable for children. Wide reading is essential, and the characteristics of subject-matter, literary style, and the ways of illustrating are discussed.

Either semester, three hours. Open to seniors.

DEPARTMENT OF SECONDARY EDUCATION

MR. LEWIS, Chairman

MR. FREMONT, MR. SCHOEN, and instructors from the appropriate departments of the university, and advisory teachers from the Bob Jones Academy for the special methods courses SE. 302-312.

A student may earn a teacher's certificate by majoring in secondary education or educational administration and completing additional courses in a minor concentration to apply as one teaching field and additional courses in as many areas in which the student wishes to be certified. If a student is majoring in another department in the University, he may complete the teacher training program by considering the courses as electives. In some instances such as in the ministerial program, the program is revised to permit the student to obtain a teacher's certificate. The Dean of the School of Education should be consulted if this is desired.

Students taking the teacher training program on the secondary level will be expected to complete the following professional courses in the sequential order indicated: Ps. 200, and 201, sophomore year; SE. 300, Ps. 301, SE. 301, one of the courses numbered from SE. 302-312, junior year; EA. 301, 302, Ed. 400, SE. 400, senior year. Prospective teachers will file an information card when they enroll in their first professional education course. This card with additional personal data will be reviewed by the School of Education faculty and if they feel that a student does not have the necessary mental, physical, and emotional qualifications for teaching, will discourage the student from entering this profession.

After completing Ps. 200, 201, 301, SE. 300, 301, one of the courses numbered from SE. 302-312, EA. 301, 302, students will make application to continue their training and do directed teaching. Their applications will be screened carefully so that no student will be permitted to finish the program and do student teaching unless he can be recommended as a teacher. The student's continuation in the teacher training program will be dependent upon satisfactory recommendations received from the various administrators as to character, Academic Deans as to proficiency in teaching fields, and the Dean of the School of Education as to professional growth. Although the above courses may be accepted in all states, a few states require additional hours. A student should check with the Dean of the School of Education to determine if the state of his

choice does have additional requirements. Each student must meet the general requirements and the necessary preparation in his teaching fields as outlined by the state in which he will be certified to teach. Even though a student is not taking professional education as his primary concentration, he is required to complete these courses. Those students whose primary concentration is secondary education or educational administration will be required to complete the additional requirements which are listed under the requirements for a major.

MAJOR REQUIREMENTS

The requirements for a major in the Department of Secondary Education are defined as follows:

Professional courses. The requirements in professional courses for a major in secondary education are Ed. 202, 400, Ps. 200, 201, 301, SE. 300, 301, one of the courses numbered from SE. 302-312, EA. 301, 302, and SE. 400.

General education courses. FA. 300, Sc. 100 and 101 should be elected in partial fulfillment of the general education requirements in the School of Education. These requirements are not to be confused with the general requirements for the Bachelor of Science degree, although the two sets of requirements are not mutually exclusive.

Teaching fields. Each student majoring in secondary education is required to take 24 hours in two different fields regularly taught in secondary schools to permit him to teach in those fields, and is required to qualify for a secondary certificate in the state of his choice. Since various academic subjects require more preparation for certification than 24 hours, each student will be responsible for meeting the state requirements for certification in each of the fields in which he plans to teach. If necessary to meet this qualification, certain changes may be made in the above requirements for concentration in particular cases by the chairman of the Department of Secondary Education.

Departmental. Each student planning to do directed teaching must be approved by the chairman of the Department of Secondary Education and the heads of the departments of the fields in which he plans to teach. No student is admitted to the course in directed teaching (SE. 400) unless he has met the prerequisites for the course.

OTHER REQUIREMENTS

The major in secondary education is required to complete the general requirements for his degree and to earn an academic minor as described in the "General Statement" introducing the School of Education. The student should also read carefully the section on "Policies" in the introductory section of the School of Education.

COURSES OFFERED

SE. 300—*Principles and History of Secondary Education*

A short history of education emphasizing the origin and development of the high

school; objectives, curriculum; guidance; present practices and trends; relationship to elementary school and college. The student will observe high school classes the second nine weeks.

Either semester, two hours. No prerequisite.

SE. 301—General Teaching Methods in the Secondary School

Aims and objectives; unit organization for courses; collateral reading material; fusion, correlation, and integration; methods of instruction; study habits; provision for individual differences; measuring the results of instruction; creative work; research work in an extraclass activity relative to teaching field; and operation of audio-visual equipment.

Either semester, two hours. No prerequisite. Open to juniors and seniors.

The special methods courses numbered SE. 302 through SE. 312 are open only to students the semester prior to their supervised student teaching. A student must have already taken the required courses in his teaching field on the 100 and 200 level, and preferably on the 300 or 400 level. The student must be completing two thirds of the hours required for certification. In no case may a student take special methods in a field in which he does not meet these requirements. Students will observe demonstration classes in the Bob Jones Academy during the second nine weeks. A project in each course will be the development of a resource unit.

SE. 302—Teaching Bible in the Secondary School

The Bible as a textbook in Christian education; a study of the aims and objectives of Bible teaching; teaching aids; evaluation of methods and materials; lesson building; relating instruction to life. Identical with CE. 301.

Either semester, two hours. Prerequisite, concentration in the School of Religion or a teaching field in Bible.

SE. 303—Teaching Art

See Ed. 307.

SE. 304—Teaching Commercial Subjects in the Secondary School

Materials, methods, procedure, and related topics concernning the teaching of commercial subjects in the high school.

Either semester, two hours. Prerequisite, concentration in the School of Commerce.

SE. 305—Teaching English in the Secondary School

Materials, methods, procedure, and related topics concerning the teaching of English in high school.

First semester, two hours. Prerequisite, concentration in the department of English. En. 400 is recommended.

SE. 306—Teaching Foreign Language in the Secondary School

Materials, methods, procedure, and related topics concerning the teaching of foreign language in the high school.

First semester, two hours. Prerequisite, concentration in the department of ancient or modern languages.

SE. 307—Teaching Social Studies in the Secondary School

Materials, methods, procedure, and related topics concerning the teaching of the social studies in the high school.

Either semester, two hours. Prerequisite, concentration in the Division of Social Sciences.

SE. 308—The Teaching of Home Economics

This course is a combination of (1) materials, methods, procedure, and related topics concerning the teaching of home economics in the high school and (2) methods of teaching homemaking classes for adults which include a study of the promotion and organization of classes, teaching techniques, and materials for adult education in the vocational home economics program. Not applicable toward a concentration in home economics. Identical with HE. 401.

Either semester, two hours. Prerequisite, concentration in the department of home economics.

SE. 309—Teaching Mathematics in the Secondary School

Materials, methods, procedure, and related topics concerning the teaching of mathematics in the high school.

First semester, two hours. Prerequisite, concentration in the department of mathematics.

SE. 310—Teaching Music

See Ed. 308.

SE. 311—Teaching the Natural Sciences in the Secondary School

Materials, methods, procedure, and related topics concerning the teaching of science in the high school.

First semester, two hours. Prerequisite, concentration in the department of natural sciences.

SE. 312—Teaching Speech in the Secondary School

Materials, methods, procedure, and related topics concerning the teaching of speech in the high school. Identical with SpEd. 302.

Either semester, two hours. Prerequisite, concentration in the department of speech.

SE. 400—Directed Teaching in the Secondary School

An integrated course in observation, participation, conference, and actual teaching. Class management and modern methods of teaching; planning; instruction; supervised study; uses of standard tests; individual instruction. Students will teach in their fields of concentration. The number of hours devoted to teaching, observation, and conference will be varied to meet the requirements of the state in which the student plans to get his certificate.

Both semesters, three hours each semester or six hours in one semester.

A student may earn as many as nine hours in directed teaching if his state of certification requires it. Consult the Dean of the School of Education for the additional work required in earning additional credits. Prerequisite, nine hours of professional education including a methods course.

DEPARTMENT OF ART EDUCATION

MR. LEWIS and MR. ADAMS, Co-chairmen
MR. BOPP, MISS SPICKARD

MAJOR REQUIREMENTS

The requirements for a major in the Department of Art Education are defined as follows:

Art courses. The requirements in the Division of Art are 36 hours including Ar. 101, 102, 200, 201, 301 or 302, 303, 306, 307, 401, FA. 300B, and three hours of art electives. Titles and descriptions of these courses will be found under the portion of the catalogue devoted to the Division of Art.

Professional courses. In addition to the requirements in art each student majoring in art education must take sufficient hours in profes-

sional education to qualify for certification in the state of his choice. If necessary to meet this qualification certain changes may be made in the above requirements for concentration in particular cases by the chairmen of the department. Consult introductory section to the Department of Secondary Education.

Departmental. Each student planning to do directed teaching in art must have the approval of the chairmen of the Department of Art Education. No student is admitted to the course in directed teaching (SE. 400) unless he has met the prerequisites for the course.

OTHER REQUIREMENTS

The major in art education is required to complete the general requirements for his degree and to earn an academic minor as described in the "General Statement" introducing the School of Education. The student should also read carefully the section on "Policies" in the introductory section of the School of Education.

DEPARTMENT OF BUSINESS EDUCATION

MR. LEWIS and MR. CILIBERTO, Co-chairmen
MISS AYERS, MISS BELL, MR. LABELLE, MR. SZUCS

MAJOR REQUIREMENTS

The requirements for a major in the Department of Business Education are defined as follows:

Commercial courses. The requirements in the School of Commerce are OA. 200A, 101, 102, 103, 201, 301, 302, Ac. 100B, 200A, and BA. 200A. Co. 100 is a requirement for all students concentrating in the field of commerce. SS. 204 is required and may count toward the general requirement in social studies for the B.S. degree.

Professional courses. Each student is required to complete the courses indicated under the secondary education program and qualify for certification in the state of his choice. If necessary to meet this qualification, certain changes may be made in the above requirements for concentration in particular cases by the chairman of the department.

Departmental. Each student planning to do directed teaching in commerce must have the approval of the chairmen of the Department of Business Education. No student is admitted to the course in directed teaching (SE. 400) unless he has met the prerequisites for the course.

OTHER REQUIREMENTS

The major in business education is required to complete the general requirements for his degree and to earn an academic minor as described in the "General Statement" introducing the School of Education. The student should also read carefully the section on "Policies" in the introductory section of the School of Education and the introductory section in the Department of Secondary Education.

DEPARTMENT OF MUSIC EDUCATION

MR. LEWIS AND MISS ACHOR, Co-chairmen
MR. BURCKART, MR. CANFIELD, MISS LEVINSON, MR. MEENA,
MISS NEWQUIST, MISS PERRY, MR. WRIGHT

MAJOR REQUIREMENTS

The requirements for a major in the Department of Music Education are defined as follows:

Music courses. The requirements in the Division of Music are Mu. 400, MT. 101, 201, 301 or 302, 303, 304 or 305, and Vo. 102.

Students majoring in music education must gain a practical knowledge of piano satisfactory to the Piano Department. A student who plans to major in music education must start taking piano his freshman year and continue to elect piano until this requirement is met.

Students must choose to take a proficiency in voice or an instrument, and must pass a platform examination in this chosen proficiency during the sophomore year before being considered approved for a major in music education. A short public proficiency recital in this field must be presented the first semester of the senior year.

Professional courses. Each student is required to complete ME. 201, 202, 301, and 302. In addition to these course requirements each student is required to take sufficient hours in professional education courses to qualify for certification in the state of his choice. If necessary to meet this qualification, certain changes may be made in the above requirements for concentration in particular cases by the chairmen of the department. Consult introductory section to the Department of Secondary Education.

Departmental. Each student planning to do directed teaching in music must have the approval of the chairmen of the Department of Music Education. No student is admitted to the course in directed teaching (SE. 400) unless he has met the prerequisites for the course.

OTHER REQUIREMENTS

The major in music education is required to complete the general requirements for his degree and to earn an academic minor as described in the "General Statement" introducing the School of Education. The student should also read carefully the section on "Policies" in the introductory section of the School of Education.

COURSES OFFERED

ME. 200—*Teaching Music in the Elementary School*
Examination and consideration of music in relation to the growth of the child; study of the needs of the child in relation to song repertory, rhythm development, dramatic play, music appreciation, creative expression, music reading, part-singing, and beginning instrumental work. Discussion of available music materials and curricular plans. Identical with EE. 203.
Either semester, three hours. Prerequisite, MT. 101.

ME. 201—Stringed Instruments

A course designed to give the prospective teacher of music a working knowledge of the orchestral stringed instruments. Upon completion of the course, the student will be required to play at sight from material for stringed instruments selected by the music faculty.

First semester, two hours. Prerequisite, MT. 101.

ME. 202—Wood-Wind Instruments

A course designed to give the prospective teacher of music a working knowledge of the orchestral wood-wind instruments. Upon completion of the course, the student will be required to play at sight from material for wood-wind instruments selected by the music faculty. Emphasis will be placed on the teaching methods of the individual instruments.

Second semester, two hours. Prerequisite, MT. 101.

ME. 300—Teaching Music

See Ed. 308.

ME. 301—Brass Instruments

A course designed to give the prospective teacher of music a working knowledge of the orchestral brass instruments. Upon completion of the course, the student will be required to play at sight from material for brass instruments selected by the music faculty.

Either semester, two hours. Prerequisite, MT. 101.

ME. 302—Ensemble Playing

Practice in playing the various orchestral instruments in small instrumental ensembles. In certain cases, participation in the University orchestra or band may be substituted for this course.

Either semester, two hours. Prerequisite, ME. 201, 202, 301.

ME. 400—Teaching Methods and Materials in Voice

A course designed to acquaint the student with materials, methods and procedures used in the teaching of the basic principles of vocal production as applied to the individual and to groups. Special attention will be given to posture, breathing, tone, diction and phrasing. Observation of demonstration teaching within the group. Open to all students interested in the teaching of voice and to choir directors.

Both semesters, two hours each semester. Prerequisite, permission from head of major department.

ME. 401—Teaching Methods and Materials in Violin

General principles of teaching violin, psychology, music terminology, teaching materials, general discussions covering all phases of teaching. Directed teaching under the supervision of an instructor.

Both semesters, two hours each semester. Prerequisite, permission from head of major department.

ME. 402—Teaching Methods and Materials in Piano

General principles of teaching piano, psychology, music terminology, teaching materials, general discussions covering all phases of teaching. Directed teaching under the supervision of an instructor. Required of all piano majors before graduation, and recommended for all sacred music and music education majors with piano proficiencies.

Both semesters, two hours each semester. Prerequisite, permission from head of major department.

ME. 403—Teaching Methods and Materials in Organ

General principles of teaching organ, psychology, music terminology, teaching materials, general discussions covering all phases of teaching. Directed teaching under the supervision of an instructor.

Both semesters, two hours each semester. Prerequisite, permission from head of major department.

DEPARTMENT OF SPEECH EDUCATION

MR. LEWIS AND MR. PRATT, Co-chairmen
DR. BONNER, MISS CARRIER, MISS McCLUNEY

MAJOR REQUIREMENTS

The requirements for a major in the Department of Speech Education are defined as follows:

Speech courses. The requirements in the Division of Speech are Sp. 100, 6 hours in the Department of Dramatic Production, and 6 hours each from 2 of the 3 departments of Interpretive Speech, Public Speaking, and Radio and Television.

Professional courses. Each student is required to complete SpEd. 200, 300, 302, and 6 additional hours of electives in the Department of Speech Education. In addition to these course requirements each student is required to take sufficient hours in other professional education courses to qualify for certification in the state of his choice. If necessary to meet this qualification, certain changes may be made in the above requirements for concentration in particular cases by the chairmen of the department. Consult introductory section to the Department of Secondary Education.

Departmental. Each student planning to do directed teaching in speech must have the approval of the chairmen of the Department of Speech Education. No student is admitted to the course in directed teaching (SE. 400) unless he has met the prerequisites for the course.

OTHER REQUIREMENTS

The major in speech education is required to complete the general requirements for his degree and to earn an academic minor as described in the "General Statement" introducing the School of Education. The student should also read carefully the section on "Policies" in the introductory section of the School of Education.

COURSES OFFERED

SpEd. 200—Voice and Diction

Study and practical application of the physiological backgrounds of tone production and diction with a view to improving the speaking voice. Identical with IS. 302.

First semester, two hours. Prerequisite, Sp. 100.

SpEd. 201—Dynamic Phonetics

The major emphasis is an application of phonetic principles to the training of the speaking voice.

Second semester, two hours. Prerequisite, SpEd. 200.

SpEd. 300—Speech Correction

Designed to give some of the simpler theoretical and practical material of remedial speech. Students will cooperate with the speech clinic to receive experience in remedial techniques.

Second semester, two hours. Prerequisite, Sp. 100.

SpEd. 301—Choric Speaking

Materials and methods of choric speaking, with opportunity for practice in directing

university productions. A course intended as a practical aid to prospective teachers of English and speech. Identical with IS. 303.
Second semester, two hours. Prerequisite, Sp. 100.

SpEd. 302—Teaching Speech in the Secondary School
Materials, methods, procedure, and related topics concerning the teaching of speech in the high school. Identical with SE. 312.
First semester, two hours. Prerequisite, concentration in the department of speech.

SpEd. 303—History of the Theories of Speech
A survey of the systems of speech from ancient to modern times, emphasizing nomenclature and aspects of speech development of present interest.
Second semester, three hours. Prerequisite, SpEd. 302.

SpEd. 400—Psychology of Speech
A psychological study of communication.
First semester, two hours. Prerequisite, Sp. 100.

SPEECH CLINIC

DR. BONNER, MISS CARRIER

The Division of Speech operates a clinic for students who have special difficulty in speech which cannot be corrected by means of ordinary classroom procedure. Diagnosis of the defect is made, and remedial work is carried on with the individual student in private consultation, and in small training groups.

DEPARTMENT OF EDUCATIONAL ADMINISTRATION

MR. LEWIS, Chairman
MR. FREMONT, MR. SCHOEN

MAJOR REQUIREMENTS

The requirements for a major in the Department of Educational Administration are defined as follows:

Professional courses. The requirements in professional courses for a major in educational administration on the elementary school level are 36 hours, including Ed. 100, 202, 400; Ps. 201, 301; 13 hours from the Department of Elementary Education, including EE. 301, 400; and 10 hours from the Department of Educational Administration, including EA. 300, 301, 302, 400, 401. Since a teaching field is not required on the elementary level, the student is required to complete any additional hours in elementary education necessary to earn certification on the elementary level in the state of his choice.

The requirements in professional courses for a major in educational administration on the secondary level are 36 hours, including Ed. 200, 202, 205; Ps. 201, 301; 12 hours from the Department of Secondary Education including SE. 300, 301, one of the special methods courses numbered from SE. 302—312, SE. 400; and 10 hours from the Department of Educational Administration including EA. 300, 301, 302, 400, 401.

Ed. 400 is required of all majors in the School of Education.

General education courses. Ps. 200 must be taken as prerequisite for Ps. 201. FA. 300, Sc. 100 and 101 should be elected in partial fulfillment of the general education requirements in the School of Education. These requirements are not to be confused with the general requirements for the Bachelor of Science degree although the two sets of requirements are not mutually exclusive.

Teaching field. Each student majoring in educational administration on the secondary level is required to take sufficient hours in an academic field regularly taught in secondary schools to permit him to teach in this field, and is required to qualify for a secondary certificate in the state of his choice. In order to meet this qualification, the student may make certain changes in the above requirements for concentration in particular cases with the approval of the Chairman of the Department of Secondary Education.

Departmental. Each student planning to do directed teaching must be approved by the chairman of the Department of Educational Administration and the heads of the departments of the fields in which he plans to teach. No student is admitted to the course in directed teaching unless he has met the prerequisites for the course.

OTHER REQUIREMENTS

The major in educational administration is required to complete the general requirements for his degree and to earn an academic minor as described in the "General Statement" introducing the School of Education. The student should also read carefully the section on "Policies" in the introductory section of the School of Education.

COURSES OFFERED

EA. 300—Curriculum Philosophy and Construction
A study of the nature and function of the curriculum and the way it should be evolved and administered in a school system functioning in a democratic social order. Emphasis will be given to social and educational objectives and to the nature of the learning processes as these relate themselves to the construction of a curriculum. Organization and grade placement of materials will also be investigated.
Second semester, two hours. No prerequisite.

EA. 301—Educational Tests and Measurements
A general introduction to tests and measurements as applied to education. Nature, function, and use of measurement in the appraisal of educational products and aspects of personality. Application of measurement to school procedure in pupil classification, guidance, marks, evaluation, and prediction. Survey of different varieties of mental and educational tests.
First semester, two hours. No prerequisite.

EA. 302—Guidance in Educational Institutions
A comprehensive analysis of the problems and various programs of guidance on the secondary level. Consideration will be given to evidences of the need for guidance, sources of information, imparting of information concerning educational and vocational opportunities, counseling, organizing the guidance service, the role of the teacher and of the specialist, and evaluation of the program.
Second semester, two hours. No prerequisite.

Library
Bob Jones University
Greenville, S. C.

EA. 400—Public School Administration

A basic course in the study of the major administrative problems associated with the operation of the individual school, local and state school systems, and the relationship of the federal government to public education. The responsibilities of both teacher and administrator in the achieving of desirable administrative practices will be considered.

First semester, two hours. No prerequisite. Open to seniors only.

EA. 401—Supervision of Instruction

An analysis of the basic functions, duties, and objectives of the various supervisory positions found in educational institutions. Consideration will be given to current theories and practices in light of good educational policy; problems concerning teacher selection, placement, promotion, and compensation; financing the school system; organizing the staff; and relations with the school board and the public.

Second semester, two hours. Prerequisite, EA. 400.

School of Commerce

BENEDETTO CILIBERTO, M.Litt., Dean

GENERAL STATEMENT

PURPOSE

The School of Commerce is designed to afford the prospective business person standard professional training of a high quality in a Christian atmosphere of culture.

ORGANIZATION

The School of Commerce includes the three Departments of Accounting Office Administration, and Business Administration.

DEGREES OFFERED

A departmental major leading to a Bachelor of Science degree is offered in each of the three departments of the School of Commerce. The requirements for each of these majors will be found below under the department concerned.

Courses are also offered in the School of Commerce for the student earning the Bachelor of Science degree in Business Education offered by the School of Education.

REQUIREMENTS FOR DEGREE

Other than his major requirements, each student majoring in the School of Commerce must fulfill the general requirements for the Bachelor of Science degree described in "Required courses for the Bachelor of Science Degree" appearing in the introductory section of this bulletin; the only modifications are that the student majoring in any of the fields of commerce is required to take SS. 204—Principles of Economics as his social studies requirement; Ma. 107—Mathematics of Finance as his requirement in mathematics or science; Ps. 200—General Psychology and Ps. 302—Personnel Psychology as his requirement in psychology; and Hi. 200—United States History as his history requirement. He must also earn an academic minor in the Department of Mathematics, English, Modern Languages, Natural Science, or History. (It is suggested that a major in Accounting and Business Administration minor in Mathematics.) Requirements for these minors will be found under the department concerned.

GENERAL COURSES

Co. 100—Introduction to Business

Survey of the general field of business; the relation of the businessman and business enterprise to the economy as a whole; a study of the basic tools of business adminis-

tration, and of the major fields of business in terms of functions and opportunities; the relationship between government and business. Either semester, three hours. No prerequisite.

Co. 400—Commerce Seminar

A course required of all seniors majoring in the Department of Business Administration. Not applicable toward a concentration in Business Administration. Both semesters, one hour each semester. Prerequisite, SS. 204, 303.

ONE-YEAR BUSINESS COURSE

The School of Commerce offers to students who think they can spend only one year in college, the one-year business course, the requirements for which are listed below.

CURRICULUM

OA. 100—Beginning Typewriting	6 semester hours
OA. 101—Beginning Shorthand	6 semester hours
*Ac. 100A—Principles of Accounting	3 semester hours
*En. 100A—English Composition	3 semester hours
**Co. 100—Introduction to Business	3 semester hours
**Commerce Elective	3 semester hours
Bible	2 semester hours
***Orientation	2 semester hours
***PE. 100—Freshman Physical Education	2 semester hours
Total.....	30 semester hours

*Should be taken during first semester.

**Should be taken during second semester.

***Does not count on load.

ENTRANCE REQUIREMENTS

Students taking the one-year business course should consult the information given under "Requirements for Admission" in the introductory section of this bulletin.

ONE-YEAR BUSINESS CERTIFICATE

A certificate will be awarded to all students who satisfactorily complete the requirements for the one-year business course. In order to complete the course satisfactorily an over-all average of "C" must be maintained in all required courses, and a grade of "B" must be attained in at least one of the three basic commercial subjects—viz., typewriting, shorthand, and accounting.

TRANSFER OF CREDIT

One-year business students who qualify for admission to a degree program of the University receive full value toward their degree for the work done in the one-year business course.

PROFICIENCY EXAMINATIONS

All students who register for work in the School of Commerce should be careful not to repeat work they have had in high school or elsewhere. A year of high school typewriting, shorthand, or bookkeeping is considered equivalent to a semester of college work in that subject. When any of these courses is required for a degree or certificate, and the student has taken the equivalent in high school, he may substitute other courses in the School of Commerce for these, subject to the requirements of the department of concentration. Such students, however, must demonstrate their proficiency in that particular course by passing a proficiency examination. These examinations will be given during the period of registration. Students who fail the examination in any required course must register for that course, in some cases without credit.

DEPARTMENT OF ACCOUNTING

MR. PRICHARD, Chairman
MR. LaBELLE

MAJOR REQUIREMENTS

The requirements for a major in the Department of Accounting are 36 hours, including Ac. 100, 200, 300, 301, 306 and BA. 200, and 6 additional hours chosen from other courses in the Department of Accounting. Ac. 401, BA. 309, and SS. 303 are required of all students concentrating in this department but are not applicable toward the 36 hours. Students who have had a year or more of bookkeeping in high school should consult the section entitled "Proficiency Examinations." Accounting majors will be required to minor in mathematics unless they obtain special permission from the Dean of the School. The following courses are designated as the requirements for this minor in mathematics: Ma. 104, 107, 201, 300, and 301.

OTHER REQUIREMENTS

A student who majors in accounting is also required to complete the general requirements for the Bachelor of Science degree and to earn an academic minor in the College of Arts and Science as explained in "Requirements for Degrees" in the introductory section of the School of Commerce.

COURSES OFFERED

Ac. 100—Principles of Accounting

Introduction to fundamental bookkeeping procedures, journal, ledger, preparation of financial statements, uses made of accounting data. The second semester emphasizes partnership system.

Both semesters, three hours each semester. No prerequisite.

Ac. 200—Intermediate Accounting

Study of principles and procedures necessary to preparation of adequate statements for management; emphasis on corporate form; depreciation; branch accounts, sinking

funds; stocks; bonds; special problems in organization, operation, liquidation, reorganization of partnerships and corporations; uses of special statements. Both semesters, three hour each semester. Prerequisite, Ac. 100.

Ac. 300—Elementary Cost Accounting

Introductory course to cost allocation and distribution; job order and process systems. First semester, three hours. Prerequisite, Ac. 200.

Ac. 301—Advanced Cost Accounting

Study of cost analysis; special cost problems in manufacturing; standard costs and variations.

Second semester, three hours. Prerequisite, Ac. 200, 300.

Ac. 302—Accounting Systems

Study of principles of system building and installation in accounting.

First semester, three hours. Prerequisite, Ac. 200, 300.

Ac. 303—Auditing

Study of procedures and practices of the public accountant in verifying accounts and supplementary data; preparation and analysis of reports; auditor's working papers.

Second semester, three hours. Prerequisite, Ac. 200.

Ac. 304—Tax Accounting

Accounting problems in federal and state income taxes, estate, gift, and other taxes. Second semester, three hours. Prerequisite, Ac. 301.

Ac. 305—Payroll Accounting

Emphasizes the need for payroll records, methods of computing wages and salaries, methods of keeping records, and the preparation of government reports. Considerable attention is given to the social security aspects of payroll records.

Second semester, three hours. Prerequisite, Ac. 100.

Ac. 306—Advanced Accounting

Accounting for mergers, consolidations, and parent company and subsidiary relationships; the preparation of consolidated statements for a parent company and its affiliates; accounting procedures and the preparation of special reports for fiduciaries; fund accounting; accounting and combined reports for the home office and related agencies and branch offices.

Both semesters, three hours each semester. Prerequisite, Ac. 200.

Ac. 400—Government Accounting

Study of principles involved in accounting in governmental units, with emphasis on the municipal units, these principles being applied to all governmental units; financial organization, budgetary procedure, fund accounting, relationships of various funds.

First semester, three hours. Prerequisite, Ac. 200.

Ac. 401—C. P. A. Problems Seminar

Designed to meet the needs of those preparing for professional accounting and Certified Public Accountant examinations. A general review of theory and practice, with selected problems from the American Institute of Accountants and State C. P. A. examinations.

Both semesters, one hour each semester.

DEPARTMENT OF BUSINESS ADMINISTRATION

MR. CILIBERTO, Chairman
MR. LaBELLE, MR. SZUCS

MAJOR REQUIREMENTS

The requirements for a concentration in the Department of Business Administration are 36 hours, including Ac. 100, BA. 200, 309, and SS. 303,

and 15 additional hours chosen from the courses in the Department of Business Administration. (Ac. 200 or 300 and 301 may be elected as part of these 15 hours, if desired.) OA. 100 and Co. 400 are required of all students concentrating in this department, but are not applicable toward the 36 hours. Students who have already completed the equivalent of OA. 100 or Ac. 100 in high school or elsewhere may substitute other courses in the School of Commerce for these, subject to the requirements given in the section above entitled "Proficiency Examinations." It is suggested that all students majoring in Business Administration minor in mathematics, taking the following courses which have been designated for this minor: Ma. 104, 107, 201, 300, 301.

OTHER REQUIREMENTS

A student who majors in business administration is also required to complete the general requirements for the Bachelor of Science degree and to earn an academic minor in the College of Arts and Science as explained in "Requirements for Degrees" in the introductory section of the School of Commerce.

COURSES OFFERED

BA. 100—*The Economics of Church Administration*

A course designed to introduce the ministerial student to the fundamental principles applicable to everyday business problems. A survey study of the fields of Accounting, Business Law, Insurance, Personal Finance, Consumer Education, Business Etiquette, Public Relations, and Selling Psychology in relation to Church business. One semester, three hours. No prerequisite.

BA. 200—*Business Law*

Law as an agency of social control. The fundamental principles applicable to everyday business problems are studied and applied to cases. Outside reading and reports required.

Both semesters, three hours each semester. No prerequisite.

BA. 201—*Consumer Education*

A study of the management of personal affairs, including the budgeting of income and the care and proper use of savings and checking accounts; buying on credit and borrowing money; buying insurance, both life and other forms; investing in securities, including ordinary stocks and bonds, with special emphasis on United States government bonds; the problems of financing and owning a home. The course is not highly technical, and in addition to the above considers the various buying problems of consumers and the agencies which aid the consumer's position, such as private organizations and government.

First semester, two hours. No prerequisite.

BA. 300—*Industrial Management*

A study of the fundamental theories and principles of modern scientific industrial management, including the principles of organization; motion and time study; wage-payment plans; material and production control; personnel administration.

First semester, three hours. Prerequisite, SS. 204.

BA. 301—*Personnel Management*

A survey of the field of personnel, including the background and the development of the personnel function; personnel tools and records, such as job evaluation and merit rating; the use of psychology in personnel administration, with emphasis on

aptitude testing; employee education and training; employee incentives, both monetary and otherwise; special problems in labor relations.
Second semester, three hours. Prerequisite, BA. 300.

BA. 302—*Principles of Marketing*

A general survey of the marketing structure, with emphasis upon the functions, methods, policies, costs, and problems of the manufacturer, wholesaler, broker, retailer, and other middlemen.

Both semesters, three hours each semester. Prerequisite, SS. 204.

BA. 303—*Salesmanship*

A study of the basic principles underlying the sales process and its application to the problems of salesmen.

Second semester, three hours. Prerequisite, Ps. 200.

BA. 304—*Advanced Commercial Law*

Designed to qualify the student for the law problems in C. P. A. examinations and to give the well rounded knowledge of commercial law required of a notary public.

Both semesters, three hours each semester. Prerequisite, BA. 200.

BA. 305—*Vocational Guidance and Counseling*

The functions and methods of vocational guidance; social, economic, and psychological factors affecting vocational adjustment; counseling concerning aptitudes for vocations; vocational placement.

First semester, three hours. Prerequisite, BA. 301, SS. 204, 303.

BA. 306—*Business Letters and Reports*

Principles and practices of business letter writing with concentration on the sales letter and on the preparation of special business reports, bulletins, manuals of instruction, and factual summaries. Government forms and reports will be considered. (Identical with OA. 300.)

First semester, three hours. Prerequisite, OA. 100, En. 100A.

BA. 307—*Advertising*

A basic course in advertising designed to acquaint the student with the many aspects of modern advertising. The social and economic aspects of the subject are explored. Practical work makes up a part of the course.

First semester, three hours. Prerequisite, BA. 303.

BA. 308—*Business Organization and Finance*

A study of the major forms of business organization, both simple and compound, and of methods of financing. Emphasis will be upon the corporate form. In addition, general business principles will be illustrated and studied through the medium of important current business periodicals.

Second semester, three hours. Prerequisite, BA. 300.

BA. 309—*Business Statistics*

Designed to provide students with a broad, nontechnical survey of the uses of statistical principles and practices. Special attention is given to the essentials of statistical methods designed to reduce costs, save time, and improve the product and personnel and customer relations.

Second semester, three hours. Prerequisite, Ma. 107, SS. 204, 303.

BA. 310—*Investment Analysis*

This course is designed for the student to develop a basic understanding of the nature of investments and the analysis of corporate financial statements. A study of bonds, stocks, security markets, and security market operations with which the student should be familiar. The relation of Federal legislation by which new security issues are offered to the public. The nature of public issues and the obligation of the Federal governments, and municipal governments.

Second semester, three hours. Prerequisite, BA. 308, SS. 303.

BA. 311—Business Cycles

A practical course designed to show the relationship between individual enterprises and business cycles and to train students to think in terms of the administrator and the executive. Particular emphasis is placed upon the selection and analysis of current information used to develop general and special business barometers upon which the commercial operations of industrial and financial concerns are based. First semester, three hours. Prerequisite, SS. 204, 303.

BA. 312—Money and Banking

Principles of money and banking from the viewpoints of both businessman and banker; emphasis upon commercial bank operations and policies; relations between the businessman and his bank. First semester, three hours. Prerequisite, SS. 204, 303.

BA. 400—Principles of Transportation

An introductory course designed to orient students in the economic, social, and political aspects of transportation. An analysis of the economic characteristics and influences of the transportation industry as a whole. First semester, three hours. Prerequisite, SS. 204, 303.

BA. 401—Transportation Services

The organization, services, finances, and regulation of railroads. The bases and application of railroad rates, fares and charges. Consolidation property. A detailed analysis of types of motor carriers, services, insurance and safety, rate and fare bases, state and federal regulation, and relationship to other carriers. Type of air carriers, organization and administration, liability, insurance, safety, public relations, costs and financing, fare and rate bases, regulation, passenger and cargo promotion, air mail, air express. Second semester, three hours. Prerequisite, BA. 400.

BA. 402—Market Research and Marketing Analysis

An analysis of the problems and procedures of commercial research, considering technical statistical procedures, special applications of research technique, and market analysis. First semester, three hours. Prerequisite, BA. 302, SS. 303.

BA. 403—Retailing

A consideration of the organization and management of retail establishments. Special emphasis is given to store location, equipment and layout, store organizations and policies, pricing, and merchandising. Major operating activities, sales promotion techniques, the control of expenses, and merchandise are analyzed. First semester, three hours. Prerequisite, BA. 300, SS. 303.

BA. 404—Principles of Merchandising

A survey of the problems and basic knowledge of merchandise required for the professional buyer whether for retail or wholesale trade. A study of commodities essential to any modern administrator of business from the merchandiser's point of view. Second semester, three hours. Prerequisite, BA. 403.

BA. 405—Principles of Credit

A study of the history of credit up to and including modern practice and legal requirements and restrictions on credit. An examination of the best practices and standards with a view to developing an understanding of modern credit financing with its weaknesses and points of value. Second semester, three hours. Prerequisite, SS. 204.

BA. 406—Wage Administration

A study of the underlying principles, methods, and procedures involved in investigation and analysis of jobs; the writing of job descriptions and application of wage rates. First semester, three hours. Prerequisite, BA. 301, SS. 303.

BA. 407—Labor Relations and Labor Law

A study of past and current federal legislation as it applies to labor organizations; problem solution of actual problem conditions involving management and labor. Second semester, three hours. Prerequisite, BA. 301, SS. 303.

DEPARTMENT OF OFFICE ADMINISTRATION

MISS AYERS, MISS BELL, MISS RUPP

MAJOR REQUIREMENTS

The requirements for a concentration in the Department of Office Administration are 36 hours including OA. 100, 101, 200, 201, 300, 401, and 6 additional hours chosen from other courses in the Department of Office Administration. Ac. 100 and OA. 410 are required of all students concentrating in this department, but is not applicable toward the 36 hours. Students who have already completed the equivalent of OA. 100, 101, or Ac. 100 in high school or elsewhere, may substitute other courses in the Department of Office Administration for these, subject to the requirements given in the section above entitled "Proficiency Examinations."

OTHER REQUIREMENTS

A student who majors in office administration is also required to complete the general requirements for the Bachelor of Science degree and to earn an academic minor in the College of Arts and Science as explained in "Requirements for Degrees" in the introductory section of the School of Commerce.

COURSES OFFERED**OA. 100—Beginning Typewriting**

Instruction given in the touch system of typewriting. Accuracy, rhythm, and speed stressed. Training given in arrangement of material and general problems in the form, placement, and style of business letters. Special attention will be given to the specific problems met in the arrangement and style of business letters, and the typewriting of telegrams, cablegrams, manuscripts, reports, rough drafts, and tabulations. Training will also be given in taking dictation at the typewriter. Both semesters, three hours each semester. No prerequisite.

OA. 101—Beginning Shorthand

Thorough training in the principles of the Gregg system by means of the anniversary method. Daily dictation of actual business letters and other communications. Students will be trained to transcribe letters quickly, neatly, and accurately. Five meetings a week. Both semester, three hours each semester. Prerequisite or parallel, OA. 100 or the equivalent.

OA. 102—Business Mathematics

A study of the fundamental principles of mathematics, including the basic rules of arithmetic, fractions, percentage, and interest, with practical applications to problems of the business world. Designed primarily for students taking the one-year business course. First semester, three hours. No prerequisite.

OA. 103—Office Methods

Designed to train the student for a secretarial position with special instruction in the use of office appliances, the methods of filing, and in the routine tasks required of

the skilled office worker. Designed primarily for the one-year business student. Second semester, three hours. Prerequisite, OA. 100A.

OA. 104—Business Filing

A comprehensive coverage of filing fundamentals, with practice in card and correspondence filing and indexing. Alphabetic, numeric, subject, and geographic systems are treated separately. The student is acquainted with various commercial filing systems such as the Variadex System, Shaw-Walker Ideal Ready-Made, and Triple Check Automatic Index.

First semester, two hours. No prerequisite.

OA. 200—Advanced Typewriting.

Skill development is continued at a high level. Advanced work in business letters, telegraphic communications, tables and other statistical matter, business instruments, legal and business documents, and related typing projects. Additional and remedial training in speed and accuracy, and a study of advanced typing projects, such as typing of radio scripts, mimeographing, multiple carbons, etc.

Both semesters, three hours each semester. Prerequisite, OA. 100, or the equivalent.

OA. 201—Advanced Shorthand

A review of the principles of the Gregg system. Vocational dictation and Congressional Record dictation are used to build up the student's vocabulary. Designed to prepare the student to pass the civil service examination for senior stenographers, and to qualify him for secretarial work requiring a high degree of skill.

Five meetings a week. Both semesters, three hours each semester. Prerequisite, OA. 100, 101.

OA. 300—Business Letters and Reports

Principles and practices of business letter writing with concentration on the sales letter and on the preparation of special business reports, bulletins, manuals of instruction, and factual summaries. Government forms and reports will be considered.

First semester, three hours. Prerequisite, OA. 100, En. 100A.

OA. 301—Business Machines

Designed to give students a practical knowledge of the construction and operation of standard machines found in most offices, including the various kinds of typewriters, dictating machines, calculating machines, etc.

Second semester, three hours. Prerequisite, OA. 100, Ac. 100A.

OA. 302—Ediphone Transcription

A laboratory course in Ediphone transcription.

First semester, one hour. Prerequisite, OA. 100.

OA. 401—Secretarial Problems

Principles and practices of conducting a modern office from the standpoint of secretarial efficiency. Includes practice in various skills demanded in the modern office. Consideration of and effort toward the integration of the skills with the understandings, attitudes and appreciations required of the secretarial worker in the typical business office.

Second semester, three hours. Prerequisite, OA. 100, 101, Ac. 100A.

OA. 410—Office Administration Seminar

Stress is laid upon the fundamental information needed by the competent secretary. Typing, shorthand, and machine skills emphasized along with a thorough testing program designed to measure student's ability and qualifications for various positions, including Civil Service.

Both semesters, one hour each semester. Prerequisite, OA. 401.

School of Aeronautics

KENNETH R. PLATTE, B.A., Director

GENERAL STATEMENT

The School of Aeronautics does not offer a degree and its courses are open only to students enrolled in one of the other schools of the University. The courses are designed to make it possible for a student to learn flying and to take related courses by using his free elective hours while earning a degree with a major and minor in other departments of the University.

The School of Aeronautics was organized primarily to provide training for future ministers and missionaries who will be working in distant and inaccessible places. Even though the work in aeronautics began in 1948, the results which have been achieved have proved the value of the work.

The number of dual and solo hours referred to in Ae. 102 and Ae. 103 are based on the maximum requirement of 45 hours specified for a private license as set forth by the Civil Aeronautics Administration. The minimum requirement is 35 hours. That actual amount flown by the student will probably fall between the minimum and the maximum. The cost for instruction in the School of Aeronautics is listed elsewhere in this bulletin under "Financial Information."

COURSES OFFERED

Ae. 100—Basic Ground School

Civil Air Regulations, theory of flight which includes the analysis of maneuvering, communications, and general service of aircraft.

First semester, three hours. No prerequisites. (Must be taken with Ae. 102.)

Ae. 101—Basic Ground School

Meteorology and aerial navigation. Also consideration of problems with which the missionary will be confronted, such as uncharted territory, lack of weather reports, political aspects, and general procedure where there is no established system of flight ethics.

Second semester, three hours, prerequisite, Ae. 100 and 102. (Must be taken with Ae. 103.)

Ae. 102—Primary Flight

Twenty hours of flight instruction, normally 15 hours of dual and 5 hours of solo. The course is for beginners and those who do not hold a private license. (If the student has only a very few hours to fly before getting his private license and has flown recently, he should take Ae. 103.)

First semester, no prerequisite.

Ae. 103—Primary Flight

Twenty-five hours of flight instruction, normally 10 hours of dual and 15 hours of solo. The successful completion of this course gives the student his private license, which is the prerequisite for any advanced work.

Second semester. Prerequisite, Ae. 102 or its equivalent.

Ae. 200—Missionary Aviation

Missionary Aviation is open to anyone already holding a private pilot's license. The

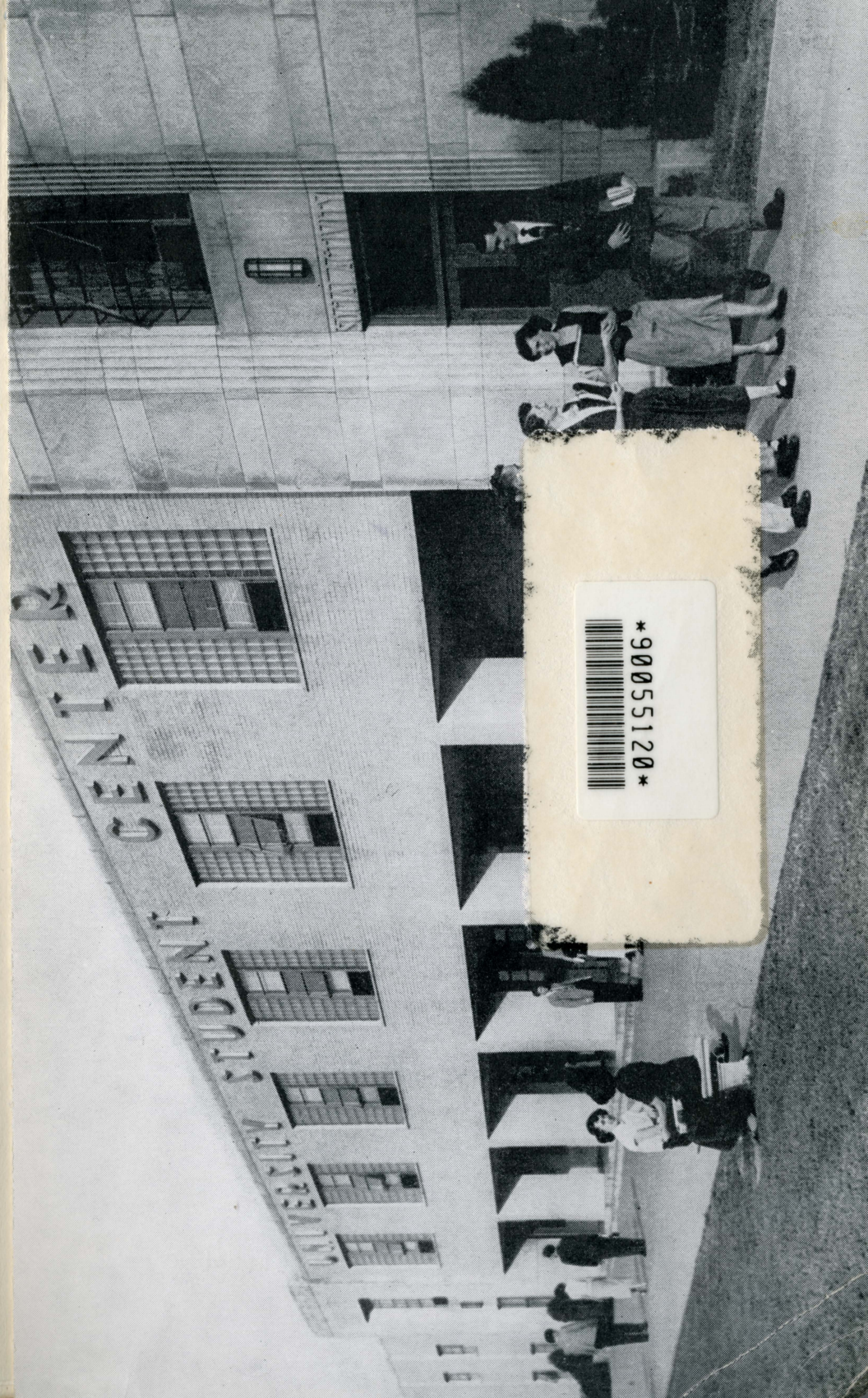
purpose of the course is to give sufficient ground school instruction to enable a student to pass the CAA's written examinations for a commercial license. Three hours credit in Missions will be allowed a student who is majoring in Christian Missions on the successful completion of the CAA's examinations. In the event the examinations are failed, the student will be allowed to take them again in accordance with CAA regulations and will receive on his record only the passing grade. All re-examinations must be completed by the end of the first nine-week period after the end of the course.

One semester, three hours. Prerequisite, Private license.

Index

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